

University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to Windy Rachal, Coordinator of Policy and Procedure, via email: windy.rachal@nicholls.edu.

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revised	Title: 5.4.5.5. Sale of Created Materials to University Students		
Effective date:	immediately	Office of origin:	Academic Affairs
Addition/Revision to P&P Manual (date, Section, made by)		Key contact person:	Dr. Carroll Falcon
Approved by:			
Name and location of related documents (forms, guidelines, samples, etc.):			
Policy/procedure applies to (check all that apply):	<input type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input type="checkbox"/> All of the above		

REASON FOR CHANGE

University Policy:

A University Policy is a governing principle that mandates or constrains actions institution-wide; for example, "Each committee shall choose from its membership a chair at its first regularly scheduled meeting but no later than September 15 of each year."

Procedure(s):

Procedures are numbered steps to be taken in order to comply with the policy.

PROPOSED CHANGE:

CHANGE FROM 5.4.5.5. Sale of Created Materials to University Students
 Faculty members often create materials in which they hold commercial interests and which might be used in courses or programs that they teach. Faculty members who require their students to purchase materials in which they have a commercial interest shall disclose such requirement as a potential conflict of interest as provided in Section 0. If a conflict of interest is deemed to exist by the jurisdictional Department Head or Dean or Provost and

Vice President for Academic Affairs, the faculty member shall donate an amount equal to royalties received for the sale of such materials to one's own students to a special fund set up by the author's department to promote research, publication, or other scholarly and creative activities. After all necessary approvals have been made, faculty members shall make such materials available through the University Bookstore as well as other sales outlets that may have been chosen.

CHANGE TO: 5.4.5.5. Sale of Created Materials to University Students

Faculty members often create materials in which they hold commercial interests and which might be used in courses or programs that they teach. Faculty who teach courses in which required textbooks or other materials generate royalties or economic benefits for the faculty member must establish a restricted account to deposit royalties received from books purchased by students in the course. Approval level for these restricted accounts must be two supervisory levels above the instructor. Funds should be used for faculty development. Compliance with Louisiana code of Ethics must be evident. Instructors may not collect fees from students and/or may not sell any books, or supplies, etc. directly to students.