

NUMBER: ACAF 1.34  
SECTION: Academic Affairs  
SUBJECT: Use of Self-Authored Materials by Instructor  
DATE: August 21, 1996  
Policy for: All Campuses  
Procedure for: All Campuses  
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## I. Policy

Requiring students to purchase classroom materials which are authored by the instructor of the course, and from which the instructor derives direct financial benefit may constitute a violation of the South Carolina Ethics Act, or may present the appearance of a conflict-of-interest or a lack of objectivity. Therefore, requiring students to purchase classroom materials which are authored by the instructor of the course and from which the instructor derives direct financial benefit is allowed only when approved in writing by the instructor's administrative supervisor.

## II. Procedure

### A. Definitions

**Classroom Materials:** Any informational material, regardless of format, which is used while conducting a course. A non-exclusive list of classroom materials includes: textbooks, monographs, case studies, compiled printed information, audiotapes, videotapes, or computer software.

### B. Process

1. An instructor who intends to require students to purchase classroom materials which are authored by the instructor of the course and from which the instructor derives direct financial benefit, will seek the written approval to do so from the instructor's administrative supervisor. This request should occur well before the deadline for ordering classroom materials at the University Bookstore.
2. The instructor's administrative supervisor shall seek the advice of the unit ethics committee in making his/her judgment. The standard by which the unit ethics committee should make its recommendation, and the standard by which administrative supervisor of the instructor making the request should make his/her decision, is whether the classroom material in

question is the best (or equivalent to the best) material available for use in the course. If the requested classroom material does not meet this standard, then the administrative supervisor of the instructor should deny the request. If the classroom material does meet the standard, then the administrative supervisor should approve the request.

a. If the administrative supervisor does not feel academically qualified to determine if the standard is being met, then the administrative supervisor should seek the advice of faculty members who are qualified to make that judgment.

3. If the administrative supervisor does grant the instructor's request, a copy of the supervisor's written permission should be given to the instructor and a copy should be permanently retained in the unit's files. If the unit is at the departmental level, an additional copy of the written permission should be retained in the dean's office.