



Revision Responsibility: Vice President for Academic Affairs
Responsible Executive Officer: Vice President for Academic Affairs

Source/Reference: [TBR Policy 1:02:03:10](#)
[Columbia State Policy 02:04:00](#)

PURPOSE

To increase faculty awareness of the potential for conflicts of interest in the assignment of textbooks/instructional materials in courses taught by the faculty member who authored the textbook/instructional materials, or will otherwise benefit financially from the sale or use of such materials, and to establish procedures whereby such conflicts may be avoided or properly managed.

POLICY

- I. When selecting textbooks or materials for courses, it is imperative that departments and faculty members avoid any appearance of a conflict of interest in assigning textbooks or instructional materials in the faculty member's or department's classes from which the faculty member or department may benefit financially.
- II. Textbooks and other teaching materials should be selected for their academic and pedagogical value. Where there is no single obvious outstanding choice, other factors such as availability and price can be used in addition to pedagogical value. The selection of textbooks or instructional materials should be able to stand the test of peer review.
- III. In compliance with Tennessee Board of Regents TBR Policy 1:02:03:10 Conflict of Interest, faculty who stand to benefit financially from educational materials used in their educational activities must make a conflict of interest disclosure.
- IV. Columbia State Community College faculty members should not benefit financially from textbooks/instructional materials developed by Columbia State Community College faculty, and required for use in Columbia State Community College courses, whether sold through the campus bookstore or by an external source. The faculty member should not receive compensation for, including but not limited to:
 - A. A writer's fee
 - B. Royalties
 - C. An editor's fee
 - D. Fees for customizing book
 - E. Honorariums



Faculty members should not accept reviewing or other fees where the fee is contingent on the use of the textbook or instructional materials in the faculty member's classes.

Exceptions are textbooks or other instructional materials that are:

- A. Appropriately peer-reviewed prior to publication
 - B. Published by an established publishing house in which the instructor has no financial interest
 - C. Widely distributed by a publishing company external to Columbia State Community College
 - D. Intended for adoption and use by institutions of higher education
 - E. Have total sales to customers external to Columbia State Community College that exceed sales to Columbia State Community College students.
- V. In no instance, should either an individual faculty member or an academic unit accept a financial incentive to adopt a specific textbook.
- VI. Any and all royalties from the sale of textbooks or other instructional materials authored by a Columbia State Community College faculty member will be donated to Columbia State Community College, or other recognized 501(c) (3) entity from which that faculty member derives no personal financial benefit, unless sales to other colleges exceed the copies sold to Columbia State Community College students.

PROCEDURES

- I. Textbook selection should be made in accordance with Columbia State Community College Policy 2:04:00, Selection of Textbooks and Materials.
- II. A faculty member who wishes to use educational materials from which he/she has the potential to receive financial benefit must first obtain prior approval, and disclose any potential conflict of interest, by submitting a written request to the Vice President for Academic Affairs. The disclosure should include:
 - A. The type of potential conflict.
 - B. A description of all the parties involved.
 - C. The potential financial interests and other rewards.
 - D. Complete explanation of factors leading to selection of the education materials including faculty involved and comparison to other materials reviewed to include appropriateness of content, cost to students, and accessibility of materials.
 - E. Any other information that the faculty member feels is necessary to evaluate the disclosure.
 - F. Signed statement of understanding of the donation of royalties according to section VI [above] of this policy.



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- III. The Vice President for Academic Affairs and the appropriate academic division dean will evaluate disclosures generated in compliance with TBR Policy 1:02:03:10 and Columbia State Policy 02:17:00 regarding the use of educational materials from which faculty members stand to financially benefit.
- IV. If the disclosure complies with permissible activities of TBR Policy 1:02:03:10 and Columbia State Community College Policy 02:17:00, the Vice President for Academic Affairs and the appropriate academic division dean will recommend to the President that either:
- A. There is no conflict of interest
 - B. The potential for conflict of interest is negligible and should be allowed
 - C. There is substantial potential for conflict of interest and the activity should not be allowed
- V. In the case of an appeal, or as otherwise deemed necessary, the Vice President for Academic Affairs may appoint a three person review committee, composed of tenured faculty and academic administrators, to consider the activity and make a recommendation to the President.
- VI. In all cases, the final decision will rest with the President.

New Policy: March 15, 2007; September 12, 2011(new policy format and updated titles; updated format with revision February 2021; approved by Cabinet and signed by the President.