
Authored Materials

Policy No:	6400
Version:	3
Category:	Education
Approval Body:	Board of Governors (on the advice of Education Council)
Executive Sponsor:	Provost and VP Academic
Department Responsible:	Education Council
Approval Date:	2024 June 24

Policy Statement

Faculty assigning their own authored materials, with financial gain linked to student purchases, require approval due to potential conflicts of interest. For the avoidance of such conflicts, Academic Managers will oversee the approval process.

Who This Policy Applies To

The policy applies to Faculty who assign their own authored materials and stand to benefit financially from student purchases.

Scope

The scope of this policy is all situations where Faculty assign materials they have authored, with financial gain tied to student purchases, and the management and mitigation of such potential conflicts of interest.

Legislation and Related Policies

Provincial Legislation

College and Institute Act, RSBC 1996, c 52

BCIT Policies

Policy 1500, Code of Conduct

Policy 7540, Retailing of Course Materials

Definitions

- **Faculty:** individuals responsible for teaching and assigning course materials at BCIT.
- **Authored Materials:** educational resources, including but not limited to textbooks, study guides, practice sets, laboratory manuals, or any other teaching aids created or co-created by Faculty.
- **Financial Benefit:** any direct or indirect monetary gain resulting from student purchases of assigned materials.
- **Conflict of Interest:** a situation in which Faculty's personal interests, particularly financial, may compromise or have the appearance of compromising their professional judgment in the assignment of educational materials.
- **Academic Managers:** individuals within the academic hierarchy, including Associate Deans, Deans, and the Provost and Vice President Academic, responsible for overseeing and approving the assignment of Authored Materials to address and manage potential conflicts of interest.

Authored Materials

If Faculty wish to require student purchase of a textbook, study guide, practice set, laboratory manual, or any other teaching aid they have authored, edited, or compiled, or if the material has been authored by another BCIT employee, they must first obtain approval from the appropriate Academic Manager.

Guiding Principles

Transparency: ensure disclosure of any potential personal financial benefit tied to student purchases in the assignment of Authored Materials.

Fairness: treat all Faculty consistently and equitably in the approval process.

Academic Integrity: uphold the principles of academic integrity by preventing conflicts of interest that may compromise the educational experience.

Student Interests: prioritize the educational needs and interests of students over potential financial gain for Faculty.

Accountability: establish clear lines of accountability by requiring approval from appropriate Academic Managers to review and address conflicts of interest related to assigned Authored Materials.

Duties and Responsibilities

These duties and responsibilities collectively contribute to maintaining transparency, fairness, and integrity in the assignment of Authored Materials:

Faculty:

- Disclose any financial interest in assigned materials for student purchase.
- Seek approval from the Associate Dean before assigning Authored Materials for student purchase.
- Cooperate with the review process led by Academic Managers.

Associate Deans:

- Review and if appropriate provide concurrence for assignments of Authored Materials involving Faculty.
- Collaborate with Deans in cases escalated to Deans for review.

Deans:

- Review approval requests in cases where the requestor is the Associate Dean.
- Oversee the process to ensure consistency and fairness in decisions.

Academic Managers:

- Oversee the review process for potential conflicts of interest.
- Uphold the policy's guiding principles and make decisions in the best interests of academic integrity and student welfare.

Amendment History

	<u>Approval Date</u>	<u>Status</u>
Created: Policy 6400 version 1	1988 Feb 2	Replaced
Revised: Policy 6400 version 2	2005 Sept 26	Replaced
Revised: Policy 6400 version 3	2024 June 24	In force

Scheduled Review Date

2029 June 24