

Conflict of Interest - Textbooks	Procedure Number	693
	Effective Date	4-1-19

1.0 PURPOSE

UA-PTC adopts the following rule to implement the provisions of Arkansas Act 105 and Act 106 of the 2007 Regular Session of the 86th General Assembly.

The following definitions are presented for purposes of this rule:

- **Compensation:** Net proceeds of any royalty or other recompense from the sale, use, or publication of any Textbook used any classes taught by the employee.
- **Proprietary Materials:** any Textbook that includes the employee’s own writing or work.
- **Textbook:** includes any printed material, course materials, or other property a student is required to have available for use in any coursework or instruction offered by or through the College.
- **College:** Pulaski Technical College

2.0 REVISION HISTORY

Adopted on: 4-1-19
 Revised on:

3.0 PERSONS AFFECTED

College faculty and staff

4.0 DEFINITIONS

Neither the College or any department of the College, nor any employee of the College shall demand or receive any present or promised gift, payment, loan subscription, advance, deposit of money, services or any other thing of value as an inducement for requiring a student or students to purchase a specific Textbook for coursework or instruction offered by the College.

It is not a violation of the provisions of the rule for an employee of the College to receive, whether or not as a result of the employee’s request:

1. Sample copies, instructor’s copies, or instructional material of a Textbook required for coursework or instruction offered by or through the College; or
2. Subject to the provisions of the following paragraphs, compensation from the sale or publication of Proprietary Materials.

Any employee may receive Compensation from the sale, use, or publication of Proprietary Materials which is pursuant to and as provided for in a written agreement with a third party entered into prior to the effective date of the Rule, to the extent allowed by the College policies in force immediately prior to the effective date of this Rule.

5.0 PROCEDURES

Compensation from the sale, use, or publication of Proprietary Materials pursuant to an agreement made after the effective date of this Rule, or pursuant to a written agreement in effect prior to such date but amended after the effective date of this rule, constitutes a conflict of interest, making the use of Proprietary Materials subject to the following:

1. It is imperative that departments and faculty members avoid any appearance of a conflict of interest in adopting Proprietary Materials for classes from which the faculty member or department may benefit financially. Textbooks and other teaching materials should be selected for their academic and pedagogical value. Where there is no single obvious choice, other factors such as availability and price can be used in addition to pedagogical value.
2. An employee must disclose the conflict of interest in writing to and obtain prior written approval from the Dean to require the purchase of the employee's Proprietary Materials by the employee's students.
 - The request for approval shall include a description of and a justification for the use of Proprietary Materials.
 - The request shall be submitted at least 2 weeks prior to the Textbook deadline.
 - The request for approval must state that all Compensation received will be contributed to a unit or department of the College, for a use that benefits student welfare at the College, with priority given to use that which will benefit students academically.
 - The request for approval will be forwarded to the Vice President of Learning.
3. By the deadline established by the College for the reporting of outside employment, an employee receiving permission under the terms of this Paragraph to use Proprietary Materials shall provide a report to the employee's dean which shall be forwarded to the Vice President of Learning.
 - The report shall include the number of new Textbooks purchased by his/her students.
 - Compensation received and its disposition.

Violations of this Rule shall be reported within ten business days to the Provost, who shall within the ten business day window, forward the report to the General Counsel of the College and the Legislative Council of the Arkansas General Assembly.

Reference A. Arkansas-2014-SB27

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Dr. Marla Strecker, Provost	1-1-19
Ratified by:	UA-PTC Review	11-1-19
Recommended by Chancellor (Signature)	Margaret Ellibee	4-1-19
UA Policy Alignment		

