

Conflict of Interest Procedure - Staff Authored Texts

Section 1 - Key Information

Policy Type and Approval Body	Administrative - Vice-Chancellor
Accountable Executive - Policy	Deputy Vice-Chancellor (Academic)
Responsible Manager - Policy	Director, Higher Education Standards
Review Date	25 November 2027

Section 2 - Purpose

(1) This Procedure is intended to support academic staff and Schools in decision-making where a perceived or actual conflict of interest in the use of staff-authored texts may reasonably be anticipated. It also reflects expected good practice in institutions across Australia and internationally.

Section 3 - Scope

(2) This Procedure applies to staff employed by the University who have the responsibility for text or resource selection in a required or recommended list of study materials for subjects at La Trobe University.

(3) This Procedure does not apply to texts and resources selected by staff that are provided free of charge to students.

Section 4 - Key Decisions

Key Decisions	Role
Determines the use of a staff authored text in a subject/s	School Learning and Teaching Committee
Breaches of the Procedure	Education Committee

Section 5 - Policy Statement

(4) This Procedure forms part of the [Conflict of Interest Policy](#) suite which governs its application.

Section 6 - Procedures

Part A - Justification of Text or Resource Selection

(5) A conflict in text or resource selection may be in relation to a text authored by the person responsible for selection

or by an individual with whom this person has a close relationship.

(6) Where a potential, perceived or actual conflict of interest exists in relation to texts or resources the staff member responsible for text selection must make a declaration through a submission to the School Learning and Teaching Committee.

(7) The submission should include:

- a. the academic basis for the selection of the text, and why it is a better fit than others
- b. examples of a list of materials currently used at other institutions in similar or equivalent subjects
- c. an explanation of the value to learning and alignment of the text with the learning outcomes of the subject
- d. the activities and tasks that students will undertake that require them to use this text
- e. the cost of the materials to students
- f. evidence of inclusion of the text in the University Library collection
- g. all staff teaching the subject are agreed on the use of the text

(8) The School Learning and Teaching Committee considers the texts or resources in relation to the supporting evidence provided, and makes a determination. Options for determinations may include:

- a. approval of the materials for required use, with an associated Course Register/Subject Register update as well as an update of the Subject Guide
- b. approval of the materials for recommended student use rather than required use
- c. a requirement for further advice outside the school or University on the suitability of the materials, or alternatives for required use
- d. a requirement for selection of one or more alternate materials.

(9) A record of the discussion and decision made is included in the records of the Committee.

Part B - Compliance

(10) The Director, Higher Education Standards, is responsible for oversight of compliance with this Procedure and will do so through periodic audits of subject data.

(11) Breaches of this Procedure will be referred to the Education Committee.

Section 7 - Definitions

(12) Nil

Section 8 - Authority and Associated Information

(13) This Policy is made under the [La Trobe University Act 2009](#).

Status and Details

Status	Current
Effective Date	23rd May 2018
Review Date	25th November 2027
Approval Authority	Academic Board
Approval Date	23rd May 2018
Expiry Date	Not Applicable
Responsible Manager - Policy	Amanda Carr Director, Higher Education Standards
Enquiries Contact	Office of the Deputy Vice-Chancellor (Academic)