

**Guidelines Issued Jointly by the Provost and Vice-President, Academic (UBC Vancouver)
and the Provost and Vice-Principal, Academic (UBC Okanagan) Under UBC Policy #81
(Use of Teaching Materials in UBC Credit Courses)**

Issue Date: August 12, 2016

Identifying Departmental Resources

1. Academic units should make UBC Scholars aware of any Departmental Resources, administered by or on behalf of the unit, to which Policy #81 applies. Examples of the way Academic Units might make UBC Scholars aware of such Departmental Resources include:
 - (a) maintaining a list of all Departmental Resources administered by or on behalf of the Unit;
 - (b) where contributions to a Departmental Resource are made via electronic portal or platform, clearly and conspicuously identifying the resource as a Departmental Resource to which Policy #81 applies; and
 - (c) where contributions to a Departmental Resource are made in some other format, clearly and conspicuously stating, in any document describing the resource or means of contributing to the resource, the resource is a Departmental Resource to which Policy #81 applies.

Identifying Material Investments in the Development of Teaching Materials

2. Unless it is already reasonably clear, units should notify or otherwise assist UBC Scholars to understand where material investments in the development of Teaching Materials are made. Examples of the way Academic Units might make UBC Scholars aware of such material investments include:
 - (a) where a UBC Scholar seeks funding from UBC for the development of certain Teaching Materials, communicating to such UBC Scholar whether such funding would amount to a material investment to which Policy #81 applies;
 - (b) where a UBC Scholar requests teaching relief to develop Teaching Materials, communicating to such UBC Scholar whether such teaching relief would amount to a material investment to which Policy #81 applies;
 - (c) where a UBC Scholar requests that a UBC employee (including a graduate student who has been hired by UBC) be provided to assist in the development of Teaching Materials, communicating to such UBC Scholar whether the provision of such assistance would amount to a material investment to which Policy #81 applies; and
 - (d) where UBC hires a UBC Scholar for the express purpose of developing Teaching Materials.

Contributions of Jointly created Teaching Materials

3. Academic Units should make clear to UBC Scholars that prior to submitting Teaching Materials to a Departmental Resource, a UBC Scholar submitting the Teaching Materials must first secure the permission of anyone with whom they collaborated in developing those Teaching Materials.