

**UNIVERSITY OF WISCONSIN-EXTENSION UNCLASSIFIED PERSONNEL GUIDELINES
(UPG)**

UPG #5

OWNERSHIP, USE AND CONTROL OF INSTRUCTIONAL MATERIALS

5.01 Policy Statement. The writing of books, articles and other instructional materials by UW-Extension faculty and academic staff members is highly desirable as a means of demonstrating professional competence and academic maturity. Such publications frequently contribute significantly to the stature of UW-Extension, the academic department and to the individual faculty or academic staff member's credibility as a scholar in his or her own discipline. Scholarly activity, such as research and publishing, will always be regarded as an important part of a faculty or academic staff member's job and will be given consideration in promotion, salary and tenure decisions.

In order to avoid any conflict of interest by UW-Extension faculty and academic staff, UW-Extension vigorously affirms the UW System General Administrative Policy Paper #27 on the "Ownership, Use and Control of Instructional Materials." The implementation of these provisions is the responsibility of each UW-Extension departmental executive committee or the administrative unit voting body.

Materials written, created, or published by UW-Extension faculty and academic staff, and required to be purchased by or for clients or students, shall be subject to prior review and approval by the department executive committee or the administrative unit voting body.

**Approved by Faculty Senate February 10, 1982
Revised January 1995**