MEMORANDUM

Date: ______________________________________

To: President ___________________________ State University

From: Professor ___________________________ Department

Re: Disclosure of Decision to Adopt Instructional Materials in Whose Sale I Have a Financial Interest

In compliance with the Massachusetts G.L.c.268A, §6, I disclose my intent to adopt the following:

<table>
<thead>
<tr>
<th>Semester:</th>
<th>Year:</th>
<th>( ) Day ( ) DGCE ( ) Non-Credit (check all that apply)</th>
</tr>
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</table>

Course Name and Number:

Full description of materials (e.g., title of published text, course-packet, CD, etc.) Use reverse side of form if necessary.

If this is a published work sold to students through a third party, such as a bookstore:

Check all that apply

( ) I am the author ( ) I am the editor ( ) Other (indicate) ______________

( ) I am the co-author ( ) I am the co-editor

From the sale of these materials to students at _____________ I anticipate that I will receive royalties in the amount of $______________.

If you are the publisher of this work and are selling it directly to students:

From the direct sale of these materials to students at _____________ State College I anticipate that I will receive income of $______________, of which $______________ is profit.

In the event you determine that my financial interest is sufficiently substantial to warrant assigning to someone else the decision whether the instructional materials described above should be adopted for use in the course identified above, I agree to allow the Vice President for academic Affairs/Dean of Graduate and Continuing Education to make that decision in my stead.

_____________________________ ________________________
Signature of Faculty Member Date

Determination of State University Appointing Authority

( ) I have reviewed this matter and determine that the faculty member’s financial interest as disclosed above is not sufficiently substantial to warrant my assigning to someone else the decision whether the instructional materials described above should be adopted for use in the course identified above.

( ) I have reviewed this matter and determine that the faculty member’s financial interest is sufficiently substantial to warrant my assigning the decision in question to someone else. Therefore, in accordance with M.G.L.c.268A, §6, I assign that decision to the Vice President for Academic Affairs/Dean of Graduate and Continuing Education.

_____________________________ ________________________
President Date

Distribution after Determination of Appointing Authority:

Commonwealth of Massachusetts State Ethics Commission
Academic Vice President
Faculty Member
Faculty Disclosure to the State Ethics Commission

Checklist for Completing the Process

___ Provide the information requested on the top half of the form (above the dashed line). Use the reverse side of the form or blank paper to provide a complete description of the materials if necessary.

___ Sign and date the form.

___ Make a copy for your files.

___ Forward the form to the Vice President for Academic Affairs

___ Indicate if you want the form returned to your home or campus address once the President has made a determination.

___ Send the original to:

   Commonwealth of Massachusetts
   State Ethics Commission
   One Ashburton Place, Room 619
   Boston MA 02108

The form will be returned to you with the President’s determination and signature.

If the President determines that your financial interest in these materials is not sufficiently substantial, you may proceed with the materials selection process.

If the President determines that your financial interest in these materials is sufficiently substantial, please contact the Vice President for Academic Affairs/Dean of Graduate and Continuing Education to proceed with the materials selection process.