

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:

Semester: _____ Year: _____ () Day () DGCE () Non-Credit <i>(check all that apply)</i>
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.
<i>If this is a published work sold to students through a third party, such as a bookstore:</i> <u>Check all that apply</u> () 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 \$_____.
<i>If you are the publisher of this work and are selling it directly to students:</i> 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.