



Faculty Disclosure to the State Ethics Commission

Checklist for Completing the College Disclosure Form

 Provide the information requested above the dotted line. Use the reverse side of the form or blank paper to provide a complete description of the materials.

 Attach a *self-addressed stamped envelope* with your *home mail address* if you wish to have the form mailed home.

 Attach a *self-addressed envelope* with your *on-campus mail address* if you wish to have it returned to you via inter-campus mail.

 Sign and date the form.

 Forward the form and *self-addressed envelope* to: Office of the Vice President of Academic Affairs, Bowman Hall

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

 Make a copy for your files

 Send the *original* to the Office of the Vice President of Academic Affairs, Bowman Hall. The Vice President will send the original to the State Ethics Commission.

If the President finds financial interest is not sufficiently substantial, you may proceed with the materials selection process.

If the President finds financial interest is sufficiently substantial, please contact your Department Chair/Graduate Program Coordinator to proceed with the materials selection process.

Date:

To: "*****James F. Birge, President

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 Number and Title: _____
Anticipated course enrollment: _____ students in _____ sections.
Full description of materials (e.g., published text, course-pack, CD, etc) (use reverse side of form if necessary)
<i>If this is a published work sold to students through a 3rd 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 sale of this title to O ENC students 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 direct sale of this title to O ENC students 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 Department Chair/Graduate Program Coordinator to make that decision in my stead.

 Signature of Faculty Member Date

Determination of O ENC 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 Department Chair/Graduate Program Coordinator.

 James F. Birge, President Date