



Financial Interest in Instructional Materials: Faculty Disclosure to State Ethics Commission

Checklist for Completing the Disclosure Form

The State Ethics Commission has determined that pursuant to G.L. c. 268A, §6, prior to assigning any instructional material in which they have a financial interest, a faculty member must file a written disclosure and receive a written determination from the Vice President of Academic Affairs indicating the financial interest is not so substantial as to constitute a violation of the conflict of interest law. The text of the Commission's decision can be found online at:

<http://www.mass.gov/ethics/opinions-and-rulings/advisory-opinions/adv-nepotism/section-6-state/ec-coi-04-2.html>

If you have assigned any materials covered under the Ethics Commission decision:

_____ Complete the Disclosure Form below. Use the reverse of the form or blank paper if needed to provide complete information about the materials.

_____ Attach a self-addressed envelope with your name and home address if you wish to have the form mailed to your home; or

_____ Attach a self-addressed envelope with your on-campus mailing address if you wish to have the form returned to you via campus mail.

_____ Sign and date the form.

_____ Forward the form and self-addressed envelope to attention of:

*Vice President for Academic Affairs
Parenzo Hall*

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

_____ Make a copy for your files.

_____ Send the original to:

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

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

If the Vice President finds that your financial interest is sufficiently substantial, please contact your Dean of Faculty or Dean of Graduate & Continuing Education to proceed with the materials selection process.

MEMORANDUM

DATE: _____
TO: Vice President for Academic Affairs, Westfield 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.c268A, §6, I disclose my intent to adopt the following:

Semester: _____	Year: _____	() Day	() DCGE	() 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. _____					
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 Westfield State University, I anticipate 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 Westfield State University, I anticipate I will receive income of \$_____, of which \$_____ is profit.					

In the event you determine that my financial interest is sufficiently substantial to warrant assigning someone else the decision whether the instructional materials described above should be adopted for use in the course identified above, I agree to allow Dean of Faculty or 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 the Massachusetts G.L.c268A, §6, I assign that decision to the Dean of Faculty.

Vice President for Academic Affairs

Date

Distribution after Determination of Appointing Authority:

- 1) Commonwealth of Massachusetts State Ethics Commission
- 2) Vice President for Academic Affairs
- 3) Faculty Member