EDUCATIONAL MATERIALS WRITTEN OR AUTHORED BY FACULTY

For Faculty wishing to utilize their authored and published works in a course they teach, please use and complete the Conflict of Interest Checklist.

Conflict of Interest Checklist Steps

___ Draft/complete a conflict of interest (COI) disclosure statement.

___ Ensure the COI disclosure statement includes the following information and documentation:
   ___ Evidence/documentation supporting the use of the book;
   ___ A recommendation by the Department Chair and Dean for the use of the book;
   ___ The book’s prior adoption or use in another course(s);
   ___ The availability of suitable, substitute materials, if applicable (please explain your answer and explain how your book is different from other, similar materials);
   ___ The name of the person or entity who will receive the book’s royalties.

___ The signature of your Department Chair and Dean on this Checklist.

___ Submit the COI disclosure, the COI Checklist, and the supporting documentation with the Department Chair’s and Dean’s recommendation to:

   ATTN: Sherry Preston, Office of University Counsel, CAB 209
   With a copy to: Office of Compliance and Enterprise Risk Management, ING 101

You may be requested to meet with the COI Committee, if necessary. An appeal of the COI Committee’s decision can be filed within (14) days of the COI Committee’s decision. Appeals should be sent to the Office of the President.

Note: The decision of the President is final and binding.

__________________________________________  _____________________________________________
Dean                                                                                          Department Chair

Department/College:_________________________________________________________________________

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