

MIDDLE TENNESSEE STATE UNIVERSITY
Conflict of Interest Checklist
Corresponding Policy: 12 – Conflict of Interest

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: 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: _____