MIDDLE TENNESSEE STATE UNIVERSITY  
Conflict of Interest Checklist  
Corresponding Policy: 12 – Conflict of Interest  
Policy Effective Date: June 5, 2017

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:

   (1) evidence/documentation supporting the use of the book;

   (2) a recommendation by the Department Chair and Dean;

   (3) the book’s prior adoption or use in another course(s);

   (4) the availability of suitable, substitute materials, if applicable (please explain your answer); and

   (5) the name of the person or entity who will receive the book’s royalties.

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

   Office of University Counsel  
   ATTN: Heidi Zimmerman

___ If requested, meet with the COI Committee.

___ An appeal 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.