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(s) they teach, this Conflict of Interest Checklist must be completed as indicated below.

**Conflict of Interest Checklist Steps**

___ Complete a conflict of interest (COI) disclosure statement. Ensure the COI disclosure statement includes, at minimum, the following information and documentation:

   ___ Evidence/documentation supporting the use of the book;
   ___ The book’s prior adoption or use in other course(s);
   ___ The availability of suitable substitute materials, if applicable (please explain your answer and how your book is different from other, similar materials, as well as how your book best serves the needs of students);
   ___ The name of the person or entity who will receive the book’s royalties.

___ Submit the COI disclosure statement, the COI Checklist, and the supporting documentation, in turn, to your Department’s Textbook Committee (if applicable), your Department Chair, and your College Dean for review. Each must sign this document, indicating their recommendation concerning the use of the work in your course(s).

___ Submit the COI disclosure statement, the COI Checklist, and the supporting documentation to:

   Office of University Counsel, ATTN: Heidi Zimmerman.

You may be requested to meet with the COI Committee. An appeal of the COI Committee’s decision can be filed within (14) days of the COI Committee’s decision. Appeals must be sent to the Office of the President. **Note:** The President’s decision is final and binding.

__________________________________________________ ___ Approves ___ Does Not Approve
Chair, Dept. Textbook Committee (if applicable)

__________________________________________________ ___ Approves ___ Does Not Approve
Department Chair

__________________________________________________ ___ Approves ___ Does Not Approve
Dean