Middle Tennessee State University
Instructional Materials Conflict of Interest Checklist
(Policy 12 Conflict of Interest)

INSTRUCTIONAL MATERIALS ORIGINATING FROM A FACULTY AUTHOR, PERFORMER, OR DEVELOPER

For Faculty wishing to utilize their instructional materials in a course(s) they teach, this Instructional Materials* Conflict of Interest Checklist must be completed as indicated below.

Conflict of Interest Checklist Steps:

_____ Complete a Conflict of Interest (COI) Disclosure.

In an attachment, include, at a minimum, the following additional information and documentation:

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

_____ 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 material in your course(s).

_____ Submit the COI Disclosure Statement, the COI Checklist, and the supporting documentation to: Heidi Zimmerman, Office of the University Counsel.

You may be requested to meet with the COI Committee. An appeal of the COI Committee’s decision can be filed within fourteen (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.

*The instructional material will most often be a textbook; however, other instructional tools (e.g. computer programs, films, musical performances, and scores, etc.) may also require review to avoid conflicts of interest.

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

_________________________________ ___ Approves ___ Does Not Approve
Department Chair

_________________________________ ___ Approves ___ Does Not Approve
Dean