Middle Tennessee State University
Conflict of Interest Checklist
(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 a 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 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 (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

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