

SALEM STATE UNIVERSITY  
MEMORANDUM

Date:

To: Patricia Maguire Meservey, President, Salem State University

From: Professor \_\_\_\_\_, \_\_\_\_\_ Department

Re: Disclosure of Decision to Adopt Instructional Materials  
In Whose Sale I Have A Financial Interest

In compliance with the Massachusetts G.L.c.268A, §6, I disclose my intent to adopt the following:

Semester:	Year:	( ) Day	( ) DGCE	( ) Non-Credit	<i>check all that apply</i>
Title:					
Course Number/Name					
Full description of materials (e.g., published text, course-pack, CD, etc) (use reverse side of form if necessary)					
<i>If this is a published work sold to students through a 3<sup>rd</sup> party such as a bookstore:</i> <u>Check all that apply</u> ( ) I am the author    ( ) I am the editor    ( ) Other (indicate) ( ) I am the co-author    ( ) I am the co-editor From sale of this title to Salem State University students I anticipate that I will receive total royalties in the amount of \$_____.					
<i>If you are the publisher of this work and are selling it directly to students:</i>  From direct sale of this title to Salem State University students I anticipate that I will receive total income of \$_____ of which \$_____ is total profit.					

In the event you determine that this financial interest is sufficiently substantial to warrant assigning to someone else the decision about whether the instructional materials described above should be adopted for use in the course identified above, I agree to allow the Department Chair/Graduate Program Coordinator or designee to make that decision in my stead.

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Signature of Faculty Member      Date

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Determination of Salem State University Appointing Authority

( ) I have reviewed this matter and determine that the faculty member's financial interest as disclosed above is not sufficiently substantial to warrant my assigning to someone else the decision about whether the instructional materials described above should be adopted for use in the course identified above.

( ) I have reviewed this matter and determine that the faculty member's financial interest is sufficiently substantial to warrant my assigning the decision in question to someone else. Therefore, in accordance with M.G.L.c.268A, §6, I assign that decision to the Department Chair/Graduate Program Coordinator or designee.

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Patricia Maguire Meservey, President      Date

Salem State University  
Faculty Disclosure to the State Ethics Commission

Checklist for Completing the College Disclosure Form

\_\_ Provide the information requested above the dotted line.

\_\_ Sign and date the form.

\_\_ Forward the form to the  
Office of the Academic Vice President, Meier Hall 250

\_\_ The form will be returned to you with the President's determination and signature.

\_\_ Make a copy for your files

\_\_ Send the *original* to the  
**Commonwealth of Massachusetts  
State Ethics Commission  
One Ashburton Place, Room 619  
Boston MA 02108**

**If the President finds financial interest is not sufficiently substantial**, you may proceed with the materials selection process.

**If the President finds financial interest is sufficiently substantial**, please contact your Department Chair/Graduate Program Coordinator to proceed with the materials selection process.