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:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year</th>
<th>Day</th>
<th>DGCE</th>
<th>Non-Credit</th>
<th>check all that apply</th>
</tr>
</thead>
</table>
| Course Number/Name
| Full description of materials (e.g., published text, course-pack, CD, etc) (use reverse side of form if necessary)

*If this is a published work sold to students through a 3rd party such as a bookstore:*

Check all that apply

( ) 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 $______________.

*If you are the publisher of this work and are selling it directly to students:*

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
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REVISED 12/03/10
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.