

II 01 15 FACULTY USE OF MATERIALS FROM WHICH THE FACULTY MEMBER DERIVES FINANCIAL BENEFIT

Any faculty member who wishes to use in his or her teaching activities any educational materials (e.g. a textbook) which he or she has authored, or in which he or she otherwise stands to benefit financially from such use, shall make a conflict of interest disclosure as described in TBR Policy 1.02.03.10.

Whether the use of such materials shall be permitted shall be evaluated under the terms of this institutional policy.

Such evaluation shall include evaluation by subject area peers and in consideration of suitable substitute materials and ensure that the needs of students are best served by use of the materials in which the faculty member has an interest. Peer evaluators are appointed by the Dean of the Division and the evaluation shall be reported on the attached form.

The peer evaluation and the conflict of interest disclosure shall be evaluated by the Financial Disclosure Review Committee (VSCC Policy No: 1:05:02)

The conflict of interest disclosure and peer evaluation will be submitted at the time the next semester text book orders are due to the bookstore. If the material is to be used in multiple semesters, the documents will be submitted annually at the time Fall semester textbook orders are due to the campus bookstore.

TBR Source: TBR Meeting March 20, 1992; TBR Meeting December 11, 1992; TBR Meeting June 11, 1998; TBR Meeting June 28, 2002; TBR Meeting September 26, 2003; TBR Meeting June 11, 2004; TBR Meeting September 25, 2008; TBR Meeting September 20, 2019

VSCC Source: President's Cabinet, November 4, 2013; President, March 6, 2020

**Volunteer State Community College
Teaching Materials Adoption
and Conflict of Interest**

The following title has been identified as using copyrighted material that has been in whole or in part prepared by Volunteer State faculty:

Author _____
Title _____

Course# _____ Course _____
Title _____

Term _____
Year _____

TBR policy 1.02.03.10 Conflict of Interest, section III.A.1.b.(3) states that a Review Committee shall evaluate the use of said materials based on the availability of suitable substitute material and ensure that the needs of students are best served by this choice.

The following substitute materials were evaluated:

Author	Title	Edition

The following Committee Members have participated in the evaluation of this material and do attest that the title selected for this course is the best choice in consideration of suitable substitute material and that the needs of the student are best served by the use of the material in which this faculty member has an interest:

Dean of Division