

WESTFIELD STATE UNIVERSITY
MEMORANDUM

RECEIVED
STATE ETHICS COMMISSION
2014 SEP -5 PM 2:06

Date: 8/25/14

To: Dr. Elizabeth H. Preston, Interim President, Westfield State University

From: Professor Itterly, Education 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: <u>Fall</u> Year: <u>2014</u> <input checked="" type="checkbox"/> Day <input type="checkbox"/> DGCE <input type="checkbox"/> Non-Credit <i>check all that apply</i>
Title: <u>Literacy Profiles</u>
Course Number/Name: <u>Educ 317 Analysis + Correction Reading Difficulties</u>
Full description of materials (e.g., published text, course-pack, CD, etc) (use reverse side of form if necessary) <u>text</u>
<i>If this is a published work sold to students through a 3rd party such as a bookstore:</i> <u>Check all that apply</u> <input type="checkbox"/> I am the author <input type="checkbox"/> I am the editor <input type="checkbox"/> Other (indicate) <input checked="" type="checkbox"/> I am the co-author <input type="checkbox"/> I am the co-editor From sale of this title to <u>16</u> State University students I anticipate that I will receive royalties in the amount of \$ <u>25.00</u> .
<i>If you are the publisher of this work and are selling it directly to students:</i> From direct sale of this title to _____ State University students I anticipate that I will receive income of \$ _____ of which \$ _____ is profit.

In the event you determine that my financial interest is sufficiently substantial to warrant assigning to someone else the decision whether the instructional materials described above should be adopted for use in the course identified above, I agree to allow the Dean of Faculty or Dean of Graduate & Continuing Education to make that decision in my stead.

Kathleen C. Itterly
Signature of Faculty Member Date

Determination of Westfield 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 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 Dean of Faculty or Dean of Graduate & Continuing Education.

E. Preston, President

8/29/14
Date