

Income from Textbooks and Materials Authored by Faculty Compliance Form

Under Mississippi ethics laws, a university faculty member may not use his or her position to obtain a pecuniary benefit for himself or herself, for a relative, or for an associated business. To comply with the law and the University "Income from Textbooks and Materials Authored by Faculty" Policy, faculty must submit a written request to their department chair with information prescribed in the Policy. They must also self-report expected income from self-authored instructional materials at the point of the course material selection. To self-report, this form must be completed and submitted to your Department Chair along with receipt of payment for the expected income from assigning the course materials. Make your payment to the UM Foundation's "Royalty Reimbursement Fund." The Department Chair should send a copy of the form and receipt to the Office of the Provost.

Faculty/Course Information

Faculty Name _____ Date _____

Faculty Member's Department and School _____

Course Name and Number _____

Book or Material Title _____

Author / Relationship _____

Publishing Company Disclosure *

The percent of the fair market value of the Publishing Company owned by the faculty member or relative _____%

If not 0%, the amount of income that the faculty member or relative has received from the Publishing Company in the last three years _____

*This information is required to determine whether a faculty member has a business association with the publishing company. If income received from the publishing company exceeds \$2,500 over three years or if the Faculty member or relative owns 10% of the fair market value of the Company, the faculty member must consult with their Chair and Dean before making course material assignment to comply.

Payment Calculation

Step 1: Maximum # Course Students _____ **x**

Step 2: Percent of students anticipated to purchase course materials that generate royalties _____% **x**
(NOTE: Barnes & Noble reports that 40% of students purchase news books on average when used copies are available for purchase and when course materials are required texts.)

Step 3: Royalty Payment per student _____ =

Total Payment to UM Foundation _____ [Attach a receipt of UM Foundation payment.]

By signing below, I certify that all of the information listed above is correct to the extent of my knowledge:

Faculty Signature

Department Chair Approval