

Chattanooga State Community College
Conflict Of Interest Disclosure Form

Employee Name: _____

Department/Division: _____

Type of Activity/Item To Be Reviewed (Please mark one):

Employee authored textbook to be adopted in a Chattanooga State course. (Please attach departmental committee recommendation)

Employee authored software to be used on campus. (Please attach departmental committee recommendation)

Other intellectual property expected to have commercial value.

Use of state-owned facilities and other resources for activities not related to the institution and which are for personal benefit.

Institutional purchases in which an employee or their family member has a financial interest.

Assignment of non-institutionally related tasks to be performed by a student or Chattanooga State employee using College resources.

Other (please describe).

Please provide written summary of pertinent facts regarding activity/item discussed with supervisor that indicates no conflict of interest:

Written response of Conflict of Interest Disclosure Review Committee regarding activity/item:

Signature of Committee Chair: _____

Date: _____

Completed forms should be submitted to Human Resources.

The Conflict of Interest Committee will evaluate the disclosure and deliver a determination. A written report will be sent to the employee, their supervisor, and in certain situations the President where required by Chattanooga State or TBR policies. A copy of the report will be filed in the employee's personnel file.