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**INSTRUCTIONS: 2007 ANNUAL COLLEGE UNIVERSITY
DISCLOSURE FORM**

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Under State Ethics Commission regulations (N.J.A.C. 19:61-6.10 (b)) issued on November 19, 2007, all State college/university employees *serving* in a scholarly capacity are required to disclose annually to their department heads, information on travel, subsistence, entertainment expenses, honoraria, academic prizes or other things of value, received in the prior calendar year, for activities *performed* in a scholarly capacity. In addition to reporting the event benefits and other payments, you are also required to list and reveal the source of any compensation you received (other than your college/university salary) while acting in a scholarly capacity.

NOTE: This disclosure requirement does not relieve State college/university employees from their reporting responsibilities under other ethics laws or Executive Orders for activities not performed in a scholarly capacity.

INFORMATION ON ITEMS TO COMPLETE:

Date of Statement: Please use the date the statement is submitted.

For Calendar Year: Enter 2007

First and Last Names: Enter legal name

Institution: Enter Name of State College/University with whom you are employed and acting in a scholarly capacity.

Department and Position: Enter name of Academic Department for which you are employed and your official work title (i.e. Professor, Associate Professor, Researcher, etc...).

Daytime Phone Number: Office or cell phone number where you can be reached during normal business hours.

Email Address: Enter either your work or personal e-mail address.

Type of Benefit and Amount of Benefit: You are required to list and describe each benefit you received during the reporting period while acting in a scholarly capacity.

Acting in a scholarly capacity (performing pedagogical, academic, artistic, educational or scholarly activities for your college/university) includes your attendance, participation in or making presentations at events, such as colloquia, seminars, conferences or other similar scholarly gatherings. You must list and describe on the form the type and amount of the benefit you received, and the source of the benefit received. The following are the benefits you are to report on the form:

- a) Reasonable travel expenses, such as an airline ticket, train ticket, etc., provided by the sponsor or other party connected to the event you are attending while acting in a scholarly capacity.
- b) Reasonable subsistence expenses, such as a hotel room and meal costs, provided by the sponsor or other party connected to the event you are attending while acting in your scholarly capacity.
- c) Allowable entertainment expenses, such as incidental music and other ancillary entertainment received at an event function attended while acting in your scholarly capacity. The entertainment expenses must be considered part of the event that you are attending while acting in a scholarly capacity (i.e. a gala during a conference). It is not permissible, however, to allow an event sponsor or another person associated with the event you are attending in a scholarly capacity, to pay for the costs of your ancillary personal recreation, e.g., golf , boat ride, or the costs for being a spectator at a sporting or other entertainment activity, e.g., football game, concert..
- d) Honorarium, academic prizes or other things of value received while acting in a scholarly capacity as a payment for sharing your intellectual property orally or in writing.

Listing of all compensation and sources of compensation: In addition to reporting the event benefits and other payments noted above (a) –(d), you are also required to list and reveal the source of any compensation you received (other than your college/university salary) while acting in a scholarly capacity.

Examples include: acting in an editorial capacity for a journal or other publication, reviewing journal or book manuscripts, grants or contract proposals, participating in accreditation or other peer review activities, royalties received for publications or any other form of secondary employment in which you act in a scholarly capacity.

Authored and assigned course educational materials; royalties: In the space provided please indicate whether you have assigned educational materials (e.g., textbooks, monographs, etc.) you have authored, for a course you are teaching and whether you are expected to receive royalties from the educational materials used in that course.

IMPORTANT NOTES:

1) The 2007 Disclosure Form, to be completed by all full-time and part-time employees serving in a “scholarly capacity”, must be submitted to your Department head no later than April 30, 2008.

2) Copies of your 2007 College/University Disclosure Form will be sent by your institution to the State Ethics Commission on or before May 31, 2008. As such, please be sure that the information you have provided has been submitted to your college/university by the April 30, 2008 filing date.

3) Because the regulation creating this disclosure/reporting requirement went into effect on November 19, 2007, you need only report on the 2007 Annual Disclosure Form benefits received while acting in a scholarly capacity during the period from November 19, 2007 to December 31, 2007. Other existing ethics forms utilized prior to November 19, 2007, e.g., attendance at event form, should have been utilized for activities and benefits incurred prior to November 19, 2007 that are now covered by the new Disclosure Form.

Questions regarding the Disclosure Form should be directed to your College/University Ethics Liaison Officer (“ELO”), who will be working closely with Ethics Commission staff on implementing this new requirement.