

## **INSTRUCTIONS:**

**Benefits Received:** You are required to list and describe each benefit you received from each source during the reporting period while acting in a scholarly capacity, including travel, subsistence and entertainments expenses, honoraria, academic prizes or other things of value.

Specifically, 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.

**Assigned Educational Texts or Materials:** 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. If you received royalties from educational materials in a course that you taught, you must indicate where the royalties from such educational materials were donated.

**Signature of Employee:** Please sign the form where indicated.

**Signature of Dean:** Please have your Dean sign the form where indicated.

## **IMPORTANT NOTES:**

- 1) The Disclosure Form, to be completed by all full-time and part-time employees serving in a “scholarly capacity”, must be submitted to Janet Faber, Assistant Director of Employee Relations & Deputy Ethics Liaison Officer, no later than **June 30, 2016**.
- 2) Copies of your 2015-2016 College/University Disclosure Form will be sent to the State Ethics Commission.
- 3) The time period covered by this disclosure form is from **July 1, 2015**, through the end of this fiscal year, or **June 30, 2016**.

**Questions regarding the Disclosure Form should be directed to Janet Faber, at [jfaber@ramapo.edu](mailto:jfaber@ramapo.edu), who will be working closely with New Jersey State Ethics Commission staff regarding compliance with this requirement.**