

Charles E. Schmidt College of Medicine Administrative Policies

Subject: Supervision of Academic Work by Relatives
Effective Date: July 10, 2014
Supersedes: COM Administrative Policies Initially Adopted February 28, 2007; amended June 1, 2009; September 30, 2010; January 19, 2011; June 12, 2012; May 10, 2013; July 10, 2014.
Responsible Authority: Associate Dean for Faculty Affairs

Policy Statement:

The College shall adhere to the [Provost's Memorandum on Supervision of Academic Work by Relatives](#). No faculty member may assign a grade to a relative or evaluate in any way a relative who is a student in the College. In addition, no faculty member may:

1. Supervise a relative as a part of a Directed Independent Study or other form of individualized instruction.
2. Serve as a member of a relative's honor's thesis, master's thesis, or doctoral dissertation supervisory or examining committee.
3. Participate in an individual or committee decision (i.e., nomination or conferral of awards, recommendation for fellowships or university positions, complaint about a course) involving a relative where there might exist a conflict of interest.

In situations where a student is planning to take a course from a relative, the faculty member is required to disclose this to his or her immediate supervisor (Chair, Director, or Dean). The supervisor must approve the enrollment and a written plan assuring fair evaluation and grading (i.e., grading by a disinterested party). The supervisor may also suggest other course options for the student in regard to fulfilling degree requirements.

A *relative* for the purposes of this policy is anyone related to an employee in the following ways, and includes those within these categories who are referred to as adopted, step-, grand-, half-, in-law or great-:

- parent
- child
- sibling
- uncle or aunt
- first cousin
- nephew or niece
- spouse

Persons who intend to marry or with whom the employee intends to form a household, and any other person having the same legal residence as the faculty member, are included in the definition of *relative*. In addition, the faculty members should consult with their immediate supervisors in cases where there has been a past relationship with the student or a member of the student's family, where there might be a perceived conflict of interest.

It will be considered misconduct, subject to disciplinary action, for a faculty member to evaluate or supervise any enrolled student in the situations identified above, unless management plan has been approved by the Dean. Violations of this policy may be considered misconduct and the employee may be subject to disciplinary action up to and including termination.