



POLICY:	Policy on Teaching Students with a Close Personal Relationship
Effective Date:	May 7, 2020
Revision Dates:	
Approving Body:	Senate
Contact:	Vice-President (Academic & Research)
Applies to:	Full-Time and Part-Time faculty

1.0 Reason for Policy

To establish a protocol on how to avoid real or perceived conflicts of interest (or bias) in cases where a faculty member teaches a class in which a student with whom they have a close personal relationship (familial or otherwise) is enrolled.

2.0 Scope

This policy applies to all Full-Time and Part-Time faculty members.

3.0 Policy Statement

1. Whenever possible, faculty members should avoid teaching students with whom they have a close personal relationship in courses for credit.
2. In cases where the situation is unavoidable, the faculty member shall inform the Department Chair. If the Chair is in a position of conflict of interest, then the appropriate Dean shall handle the process.
3. In consultation with the faculty member, the Department Chair shall determine alternative grading procedures to avoid real or perceived conflicts of interest. Examples of appropriate arrangements include:
 - a. Having another faculty member perform an external review of the grades assigned to the student;
 - b. Having another faculty member grade all written assignments completed by the student;
 - c. Having another faculty member attend and evaluate all class presentations delivered by the student;
 - d. Having another faculty member invigilate and grade tests and examinations written by the student.
4. The alternative grading arrangements should be communicated by the Department Chair to the University Registrar and the appropriate Dean. If the Chair is in a conflict of interest, the appropriate Dean will communicate with the Registrar.
5. Submission of Grades: The faculty member who agreed to review grades and/or assess the student's work shall submit the in-term grades (if applicable) and final grade to the Chair (see Appendix A), who shall submit the final grade to the Registrar's Office (see Appendix B). If the Chair is in a conflict of interest, then the appropriate Dean will submit the students' grades to the Registrar's office.

APPENDIX A

EXTERNAL EVALUATION OF STUDENT ASSIGNMENTS
AND GRADE SUBMISSION

Student Name and ID: _____

Course: _____

Reason for External Evaluation: _____

ASSIGNMENTS EVALUATED	EXTERNAL EVALUATOR'S COMMENTS AND GRADES
Term Assignments	 Grade:
Mid-Term Exam/Course Tests	 Grade:
Final Exam	 Grade:

Final Grade: _____

EXTERNAL EVALUATOR

Print	Date	Signature

DEPARTMENT CHAIR

Print	Date	Signature

APPENDIX B

GRADE SUBMISSION TO THE REGISTRAR

Student Name and ID: _____

Course: _____

Reason for External Evaluation: _____

Final grade: _____

DEPARTMENT CHAIR

Print	Date	Signature