

UAF Policy 04.10.040
Original Adoption: 02-03-2021

Provost, VCSA,
VC RCNE

Responsible Department/Office: Provost Office

Required Professional Boundaries With Respect To Immediate Family Members

1.0 POLICY STATEMENT

No University Representative may act on behalf of the university as a course instructor or otherwise in any official capacity in the instruction or educational experience of a student

Immediate Family Member (IFM) is defined by statute to include a spouse; another person cohabiting with the [employee] in a conjugal relationship that is not a legal marriage; a child (including step-child or adopted child); a parent, sibling, grandparent, 39.52.120).

Acting in the Instruction or Educational Experience of a student includes, but is not limited to, assigning grades, evaluating clinical performance, serving on the student's graduate committee, awarding scholarships or research opportunities, or in an official capacity providing references or recommendations.

Official Role is defined as any role conferred or sanctioned by the University.

Preceptor is any individual assigned in the health sciences to an official role in the health education of a student.

Student is any person currently enrolled at the University as a student in any credit-bearing course or any credentialed academic program.

Student Experience

experience and all related experiences as a student at the University of Alaska Fairbanks.

Supervisor is defined to include direct and indirect supervisors.

University Representative includes any Course Instructor, Athletics Coach, Advisor or Mentor, Preceptor, or Supervisor, as defined above, or other person who acts on behalf of the University in regard to any Student or Employee.

3.0 PURPOSE AND SCOPE

This policy provides guidance for appropriate practices when a University Representative (see definition) is confronted with a situation that requires the instruction, mentoring, and the educational experience of immediate family members. The policy highlights the importance of maintaining professional boundaries in supervision and instructional situations when there is a real/potential/perceived conflict of interest and provides a transparent process to mitigate the conflict.

reassigning grade assignments to other qualified individuals. Such a plan must be documented using the Immediate Family Member Academic Disclosure form [<https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=b5360967-efc6-4306-994a-f6385d14b347&env=na1&acct=53b791d1-5d5b-4282-b568-c3325d21c5e3&v=2>], signed by the University Representative and approved by the Supervisor/Director/Dean, and the Provost.

- c. A copy of the signed plan must be kept in the university