

Complete Policy Title:

**Conflict of Interest Guidelines:
Undergraduate and Graduate Studies**

Policy Number (if applicable):

Approved by:
Senate

Date of Most Recent Approval:
February 14, 2001

Date of Original Approval(s):
May 21, 1975

Supersedes/Amends Policy dated:
March 9, 1988

Responsible Executive:
Provost and Vice-President (Academic)

Enquiries:
[University Secretariat](#)

DISCLAIMER: If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails

PREAMBLE

This policy as it applies to librarians would follow the Library's administrative structure, e.g., Library Division Heads operate as Department Chairs while the University Librarian would function as a Faculty Dean.

I. UNDERGRADUATE STUDIES

Faculty members and University officers normally shall not take part in any proceedings at any level which affect the academic standing of an immediate family member (spouse, common-law partner, parent, in-law, sibling, child or step-child). Such proceedings include admission, scholarships, financial assistance and reviewing. There shall be no restriction against a student registering in a course taught by an immediate family member. In all such cases, however, the instructor must inform his/her Department Chair who shall ensure that arrangements are made for an appropriate assessment of the student's performance involving a qualified person or person other than the instructor.

II. GRADUATE STUDIES

All faculty members responsible for the evaluation of graduate students have a general responsibility to the University to ensure that they are not in a position of conflict of interest (or the appearance of a conflict of interest) in their obligations to the University with regard to the nature of their relationships with graduate students. Specifically, a faculty member may not be involved in the evaluation of a graduate student if the faculty

member has a close family relationship with the student (including spouse, parent, child, sibling, niece/nephew or spouses of the foregoing), if the faculty member is, has been, or is engaged to be married to the student, or if the faculty member has (or has had) an intimate personal relationship with the student. Evaluation includes grading course work or examinations (including the defense of a thesis) and supervision, whether as the principal supervisor or as a member of a supervisory committee. A faculty member should question the propriety of evaluating a graduate student if there exists a distant family relationship with the student, or if the faculty member and the student maintain or have had a business relationship or any other relationship which should reasonable give cause for concern. Questionable cases should be referred to the Dean of Graduate Studies for a decision.