

ARTICLE 20 - CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT

1. **Family Members.** In order to protect both Faculty members and students from real or apparent conflicts of interest, students will avoid enrolling in classes taught by their spouse, domestic partner, parent or immediate family member. However, in small departments or specialized programs or courses, this avoidance may not always be possible. In any case in which a Faculty member plans to teach a class in which a related person is enrolled, the Faculty member shall seek approval from the Provost prior to the class start date.
 - A. Should the Provost agree that alternatives have been exhausted and an exception is warranted, another member of the department shall be asked to oversee evaluation of the student. The purpose of this oversight is to protect both the Faculty member and student from the appearance of bias and to maintain the integrity of the academic experience. Such oversight shall include reviewing the work of the student being evaluated and comparable work by one or more other students in the class.
 - B. Faculty members are not to serve as the main academic adviser to a student who is a spouse, domestic partner, parent or other related person. Likewise, Faculty members are not to work one-on-one with related students (for example, in situations such as an honors thesis, independent study, practicum, mentoring, or an internship). Any exceptions to this policy must similarly be requested of the Provost in advance.

2. **Outside Employment.** The primary responsibility of Faculty is the full and competent performance of all assigned duties. The College and the public have a right to expect sufficient dedication of time, energy, and talents to accomplish the requirements of each position. At the same time, the College recognizes the value to its Faculty, to the College, and to the community of the many types of external experiences. Such activities may enhance the professional competency of the individual and bring credit to the College as well. Faculty may engage in outside employment or self-employment that does not:
 - A. Result in any conflict of interest between the outside employment activity and the College;
 - B. Inhibit the Faculty member's performance of duties and responsibilities at the College; or,
 - C. Interfere with the College's core hours of operation, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Requests for outside employment must be submitted to the Dean prior to employment. If the employment is an ongoing activity, it must be submitted annually by September 1st of each year. Such requests must include the employer, dates of employment, hours of employment, position title and brief description of job duties. It is the responsibility of the Dean to review the submission for conflicts or concerns and to raise any concerns to the

Vice President of Academic Affairs/Provost. The President or his/her designee shall review all requests for outside employment. If approved by the President or his/her designee, the recommendation shall be forwarded to the Board for review and approval.