[Minor revision: March 19, 2012; Under review]

Angelo State University
Operating Policy and Procedure

OP 06.22 **Conflict of Interest**

DATE: March 19, 2012

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to ensure that the integrity of faculty/student roles is protected from conflict of interest.

REVIEW: This OP will be reviewed in February of odd numbered years by the vice provost for academic affairs and Faculty Senate with recommended revisions forwarded through the provost and vice president for academic affairs (PVPAA) to the president by March 15 of the same year.

POLICY/PROCEDURE

1. Background

Angelo State University has the responsibility to protect the integrity of the roles of the faculty and students during the period of graduate or undergraduate enrollment in any university offering and involvement in other evaluation processes of the university.

2. Criteria

Faculty must avoid academic supervisory, teaching, or evaluative relationships with students, staff, or other faculty that pose significant conflicts of interest from the standpoint of personal or professional connections. Such connections might include husband/wife or other affectional liaisons, supervisor/employee relationships, or parent/child relationships. The appearance of conflict of interest should be avoided; the department chair should be consulted if questions arise.

3. Procedure

a. Spouses, parents, or those involved in other affectional relationships must not direct or serve on committees that evaluate their partners, children, or other close relatives. Such committees include thesis, dissertation, or preliminary, comprehensive, or qualifying examination committees, periodic staff evaluations, or annual, three-year, or tenure evaluations.

b. Students should not enroll in courses offered by their parents, spouses, or partners in affectional liaisons.

c. An immediate supervisor in an employment relationship (except for a research or teaching assistantship or a situation in which a student serves as a grader for another course taught by a faculty member) should not direct a student's research nor permit the enrollment of the supervisee in her/his courses or other organized instructional activity.

4. **Exceptions**

   a. No member of the faculty who has held rank higher than instructor normally is eligible to pursue a graduate degree at Angelo State University; exceptions require prior approval of the dean of the appropriate college/school.

   b. Any exceptions should be approved and monitored by the chair of the faculty member's department, unless the chair is involved; in case of involvement, the chair must refer the decision to the dean. If the dean is involved, the exception decision must be referred to the PVPAA.

5. **Appeals**

   a. Faculty and Staff

      In unusual circumstances, an appeal can be submitted to a committee consisting of the department chair, director of human resources, academic deans, and vice provost for academic affairs. This committee shall submit its recommendations to the PVPAA.

   b. Graduate Student

      In unusual circumstances, an appeal can be submitted to a committee consisting of the graduate dean, vice provost for academic affairs, one additional faculty member from the Graduate Council chosen by lot, and one graduate student appointed by the graduate dean (not from the appealing student's college) . This committee shall have final decision authority for exceptions.

   c. Undergraduate Student

      In unusual circumstances, an appeal can be submitted to a committee consisting of the faculty member's dean, vice provost for academic affairs, student's dean (if different from faculty member's dean), Student Government Association president, executive director of student affairs, and chair of the faculty member's department. This committee shall have final decision authority for exceptions.

   d. If a person is involved in an appeal, that person may not serve on the hearing panel named in sections 5.a or 5.b of this OP.