



SAN DIEGO STATE UNIVERSITY

ACADEMIC SUPERVISION OF IMMEDIATE FAMILY MEMBERS FORM

The SDSU Academic Senate Policy File states that "faculty employees shall neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families" (162). Similarly, faculty employee participation in academic supervisory decisions involving a direct benefit to members of their immediate families is to be avoided so as to protect the integrity of the academic programs of the university, its faculty, and its students.

Wherever such a potential conflict of interest arises, academic units shall endeavor to avoid assigning classes or advising roles that would require faculty to supervise or evaluate a spouse, significant other, or family member. When a conflict cannot be avoided, the following procedures will apply.

PROCEDURES

These written procedures are to be completed when a student is registered in a course under the supervision or control of an immediate family member or matriculates or seeks to matriculate in a degree program wherein an immediate family member serves as faculty. Fill in all that apply:

Name of Faculty Employee: _____

Name of Student: _____

All evaluations (including grading of coursework or evaluation of application) for the above named student will be reviewed by _____ (head of unit; e.g., dean or associate dean, divisional supervisor, etc.).

The faculty employee shall not initiate or participate in any institutional decisions (including program admissions, matriculation, scholarships, or evaluations) for this student nor shall participate in discussions or votes designed to rank other students in relationship to this student for the purpose of such decisions.

Special considerations to alleviate any pressures toward favoritism to be taken (if necessary):

[Empty rectangular box for special considerations]

ACKNOWLEDGEMENT

Faculty Employee (print name) Signature Date

Supervisor (print name) Signature Date

Dean or Manager (print name) Signature Date