

Operating Policy and Procedure

OP 26.005 Academic Nepotism

DATE: May 20, 2020

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the policy regarding academic nepotism.

REVIEW: This OP will be reviewed in October for even-numbered years by the Vice President for Instruction and Academic Cabinet, with revisions forwarded to the Board of Trustees through President's Council by the Office of the President.

POLICY/PROCEDURE

1. General Policy

Academic matters such as decision authority or influence in grading, academic requirements, and assessing clinical outcomes are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. Therefore, students who attend the College are precluded from taking classes facilitated by a family member, with a possible exception when the family member is acting as the sole institutional faculty member facilitating the academic activity.

2. Scope

This policy applies to all students and instructors of record at Kellogg Community College.

3. Definitions

- a. *Family Members:* Defined as spouse, domestic partner, daughter, son, niece/nephew, step-children/parent, parent, grandparent, grandchild, sister, brother, mother-in-law or father-in-law.
- b. *Instructor of Record:* Person(s) identified in the course syllabus as the instructor(s). In most cases, this refers to a faculty member; however in cases of clinical or laboratory study, the term may refer to a professional staff member who oversees student progress and is responsible for course evaluation (for example: clinical, laboratory, or program director).

4. Procedure

- a. In the event that the instructor of record is acting as the sole institutional faculty member teaching a course, the faculty must declare the relationship to the respective chairperson/director.
- b. The chairperson/director will obtain prior approval or denial of the appropriate Instructional Dean regarding the course(s) are offered.
- c. Upon approval by the Instructional Dean, the instructor of record and chairperson/director will collaboratively develop a plan to assure fairness in instruction and evaluation of all students in the course(s) in question.

- d. The chairperson/director will twice monitor the approved plan and confirm the plan is being followed. If the chairperson/director reports the plan is not being followed, the Instructional Dean reserves the right to take prompt action. This action could be a corrective return to the plan, could lead to withdrawing the student, or replacing the instructor of record if an actual conflict of interest is perpetuated with regards to the employee and the student who are family members.

5. Roles and Responsibilities

- a. Declaration: The instructor of record must declare any familial relationship of any student they may potentially teach.
- b. Approval: The chairperson/director will obtain prior approval or denial of the appropriate Instructional Dean regarding the course(s) are offered
- c. Plan: The instructor of record and chairperson/director will collaboratively develop a plan to assure fairness in instruction and evaluation of all students in the course(s) in question.
- d. Monitoring: The chairperson/director will twice monitor the approved plan and confirm the plan is being followed. If the chairperson/director reports the plan is not being followed, the Instructional Dean reserves the right to take prompt action.

6. Persons/Departments Affected

- a. Students
- b. Academic Personnel e.g. faculty, staff
- c. Chairs/Directors
- d. Academic Deans
- e. Vice President of Instruction

7. Right to Change Policy

The College reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time, without prior notice or consent.

8. Approval Date: March 17, 2021

9. Past Revisions:

- a. March 17, 2021: Policy amended to clarify policy review requirements.