

## **Conflict of Interest Management Plan for Employees with Immediate Family or Relatives Enrolled as RIT Students**

***The following are the terms and conditions of your management plan. You must read, understand, and abide by all requirements below. If you have questions, please discuss with your supervisor prior to signing this management plan.***

EMPLOYEE: \${COI\_discloserFullname} - \${COI\_discloserWorkingTitle}

SUPERVISOR: \${COI\_discloserSupervisorName} -

\${COI\_discloserSupervisorTitle}

STUDENT: Immediate Family or Relative Enrolled at RIT

This is a Management Plan Regarding Relationship between EMPLOYEE and STUDENT.

The Rochester Institute of Technology ("RIT") expects its employees to conduct their job duties and responsibilities in accordance with university policies and procedures, and in compliance with all applicable laws and regulations. Employees are responsible for maintaining objectivity in their work relationships and avoiding situations that give rise to questions concerning favoritism or other conflicts of interest or commitment.

### **Factual Background**

Pursuant to the ICIC Policy, EMPLOYEE has disclosed that EMPLOYEE has a relationship with an RIT Student, STUDENT, which warrants this Management Plan.

### **Conflict of Interest Management Plan**

EMPLOYEE's relationship to STUDENT must not interfere with EMPLOYEE's duties and obligations to RIT. If EMPLOYEE's commitment to RIT diminishes due to the relationship with STUDENT, then EMPLOYEE's supervisor may revisit the terms and conditions of this Conflict of Interest Management Plan in accordance with the ICIC Policy.

As a general rule, whenever possible, faculty should not teach their own children or other close relatives in a course for credit. The conflict of interest could have negative effects on both the student, as well as on the faculty member's relationship to the other students in the course. In order to manage the conflict, the university must find an alternative arrangement

that removes the faculty member from either delivering the academic service or evaluating the student's academic work, while preserving the student's educational opportunity.

**1. Grading or Evaluation of Performance of STUDENT:**

In order to mitigate the actual conflict of interest and ensure an unbiased evaluation of the student, neither EMPLOYEE, nor anyone reporting to EMPLOYEE, may evaluate, grade or otherwise provide input regarding grading, evaluation, or performance of STUDENT in any RIT course. Nor may EMPLOYEE seek to access STUDENT'S grades or evaluations during STUDENT'S tenure at RIT in any manner that is inconsistent with this Management Plan.

**2. Placement of EMPLOYEE'S STUDENT For Internships/Externships:**

To the extent reasonably possible, EMPLOYEE should not place STUDENT in any internship/externship programs.

**3. Status and Yearly Review:**

EMPLOYEE shall promptly inform their SUPERVISOR if STUDENT intends to take a course taught only by EMPLOYEE, in order for the situation to be reviewed and a revised plan to be created. EMPLOYEE shall also initiate a yearly review of the status of this Conflict of Interest Management Plan with their supervisor.

### **Acknowledgement**

I, EMPLOYEE, agree to this Conflict of Interest Management Plan, and understand that if circumstances change, it may need to be modified or amended in writing. I understand that by signing this Conflict of Interest Management Plan, I (1) certify that I have read and understand the Individual Conflict of Interest and Commitment Policy; (2) certify that I have completely and accurately disclosed all relevant information to the best of my knowledge; and (3) acknowledge my continuing obligation to complete and submit an annual Conflict of Interest and Commitment Disclosure Statement at any time during the year as it pertains to Conflicts of Interest and Conflicts of Commitment when there are any actual or anticipated significant changes in the circumstances giving rise to this Conflict of Interest Management Plan.