

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
B.311.1		Vice President, Finance and Administration	
Procedure Name			
Employee-Student Relationships Procedure			
Policy This Procedure is Under			Date of Next Policy Review
B.311 Employee-Student Relationships Policy			May 2020
Date Issued	Date Revised	Related Policies, Reference	
		E.501, E.702, B.310, B.401, B.506	

1. PURPOSE

- 1.1. The procedures set out in this document are designed to support the University’s commitment to ensuring a fair and equitable learning environment for all students as outlined in Policy B.311 Employee – Student Relationships Policy (the “Policy”).
- 1.2. These procedures outline the process for disclosing and reporting a potential or an actual conflict of interest between an employee and a student.

2. DISCLOSURE

- 2.1. When a situation arises that creates, or may be perceived to create, a conflict of interest with a student, the employee must disclose this to his/her Dean, the senior administrator responsible for the employee, or the Associate Vice President, Human Resources prior to engaging in professional activities in relation to the student. Disclosure of the situation must be made in writing. Time is of the essence in disclosing. It is the responsibility of the Dean or the senior administrator responsible for the employee to report the potential conflict of interest to the Associate Vice-President, Human Resources.

3. REPORTING

- 3.1. A student may report concerns about a potential conflict of interest to any University employee. The employee to whom the student reports his/her concerns is responsible for reporting the potential conflict of interest to the Associate Vice President, Human Resources.
- 3.2. A third party may report concerns about a potential conflict of interest to his/her supervisor. The individual to whom the third party reports his/her concerns is responsible for reporting the potential conflict of interest to the Associate Vice President, Human Resources.
- 3.3. A student or a third party who has reported a concern about a potential conflict of interest in

accordance with this procedure may, at any time, seek the advice of the Vice President, Finance and Administration or the Associate Vice President, Human Resources as to whether reporting under Policy B.310 Protected Disclosure (Whistleblower) would be appropriate in the circumstances.

3.4. DETERMINATION

- 3.5. The Associate Vice President, Human Resources will determine if the situation involves a conflict of interest or could be reasonably perceived to involve a conflict of interest. If a determination of a conflict of interest is made by the Associate Vice President, Human Resources, the Dean or senior administrator responsible for the employee will determine what strategies might be employed to avoid the situation or its appearance.
- 3.6. In a situation where the employee is not a faculty member, the senior administrator responsible for the employee will provide a written response to the employee and the student affirming if a conflict of interest exists, and if so, will provide a proposal for how to resolve the conflict. The senior administrator responsible for the employee is responsible for reporting the response and proposal, if applicable, to the Associate Vice President, Human Resources and Vice President, Academic and Provost.
- 3.7. In a situation where the employee is a faculty member:
 - 3.7.1. The Dean or senior administrator will provide a written response to the faculty member and the student affirming if a conflict of interest exists, and if so, will provide a proposal for how to resolve the conflict. The Dean or senior administrator is responsible for reporting the response and proposal, if applicable, to the Associate Vice President, Human Resources and Vice President, Academic and Provost.
 - 3.7.2. If appropriate and not to limit a student's access to education, the Dean or senior administrator may make alternate arrangements for the fulfillment of certain aspects of the professional relationship. Faculty members might continue to teach students with whom they have a relationship, but the University will assign the evaluative or decision-making aspect of the professional relationship to another qualified individual. In those circumstances, the Dean or senior administrator will identify and implement any appropriate safeguards to ensure policy compliance.
- 3.8. If the faculty member and the Dean or senior administrator cannot agree on a strategy or alternative arrangement, the matter shall be referred for final decision to the Associate Vice President, Human Resources.
- 3.9. Student and third party allegations of conflict of interest shall be investigated by the Associate Vice President, Human Resources. All records created as a result of actions under this Procedure will be under the management of the Associate Vice President, Human Resources.

4. STRATEGIES TO AVOID A CONFLICT OF INTEREST

4.1. The following are some suggested strategies to avoid a conflict of interest and/or an appearance of a conflict of interest:

*Please note: This list is not meant to be exhaustive, but it does contain some simple strategies.

Transparency

In some cases with a potential for conflict of interest, transparency may be a sufficient safeguard when there is documented disclosure to the Dean, the senior administrator responsible for the employee, or the Associate Vice President, Human Resources and to other parties who might be affected by the situation.

Avoiding the inappropriate relationship

Employees should avoid romantic or sexual relationships with current students where there exists a professional relationship or the potential for a professional relationship between the employee and the student.

Professional Relationship Alternatives

When alternative courses, instruction, supervision, evaluation or decision-making for a student's course, program or activities exist, the employee should explore those alternatives with the Dean, the senior administrator responsible for the employee, or the Associate Vice President, Human Resources.