

APPENDIX B
ACADEMIC EVALUATION OF IMMEDIATE FAMILY MEMBER FORM FOR
DISCLOSURE AND REQUEST FOR APPROVAL OF ALTERNATIVE ARRANGEMENTS

An employee shall not evaluate the academic work of a student who is a member of the employee's immediate family, except in circumstances described within and in accordance with this procedure.

A College employee shall disclose to the employee's supervisor the enrollment of his or her immediate family member in a class taught by the employee or any other circumstance where the employee is in a position to deliver academic services to an immediate family member. Disclosure is required prior to enrollment in the class or delivery of the other academic services.

The supervisor shall reasonably attempt to find an alternative arrangement that removes the employee from delivering the academic service or evaluating the student's academic work while preserving the student's educational opportunity. For instruction, the supervisor shall identify another suitable class within the College or through CCCOnline. If the supervisor determines that another class is not available, the supervisor shall reasonably attempt to identify another person to evaluate the student's academic performance in the class in which the student is enrolled.

Prior to implementing any alternative arrangement, the supervisor shall submit the proposed alternative arrangement to the College President for review. The College President has the discretion to approve, modify or reject the proposal. The College President is not required to approve an alternative arrangement that involves an additional cost to the College. If no alternative class or evaluator is available and the class is required for the student's course of study, the President shall direct the supervisor to review the employee's evaluation of that particular student in a manner that assures an unbiased evaluation.

Name of College: Trinidad State Junior College President: Rhonda M. Epper, Ph.D.

Name of College Employee: _____

Name of Student in the Immediate Family Member's Class or to whom employee is in a position to deliver academic services _____ S# _____

Relationship between Student and Employee: _____

Class or academic services involved: _____

Alternative class, alternative instructor, designation of qualified person to evaluate academic performance of the immediate family member, or designation of qualified person to review the employee's evaluation of the particular student in a manner that assures an unbiased evaluation: _____

Approval by College President: _____
signature

Date: _____

Record Retention Requirements

This form shall be maintained in the affected employee's personnel file. If an affected employee is required to file a BP 3—70 Annual Disclosure Statement, a copy of this form will be maintained in the employee's BP 3-70 Disclosure File and this form must be referenced on such employee's Annual Disclosure Statement each year until the immediate family member is no longer a student.

Reference: <https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-70a-conflicts-of-interest-relationships/> for the entire text. (System Procedure 3-70a -- Conflicts of Interest – Relationships)