

UAF Policy 04.10.040  
Original Adoption: 02-03-2021

Provost, VCSA,  
VC RCNE

Responsible Department/Office: Provost Office

## **Required Professional Boundaries With Respect To Immediate Family Members**

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### **1.0 POLICY STATEMENT**

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No University Representative may act on behalf of the university as a course instructor or otherwise in any official capacity in the instruction or educational experience of a student

**Immediate Family Member (IFM)** is defined by statute to include a spouse; another person cohabiting with the [employee] in a conjugal relationship that is not a legal marriage; a child (including step-child or adopted child); a parent, sibling, grandparent, 39.52.120).

**Acting in the Instruction or Educational Experience** of a student includes, but is not limited to, assigning grades, evaluating clinical performance, serving on the student's graduate committee, awarding scholarships or research opportunities, or in an official capacity providing references or recommendations.

**Official Role** is defined as any role conferred or sanctioned by the University.

**Preceptor** is any individual assigned in the health sciences to an official role in the health education of a student.

**Student** is any person currently enrolled at the University as a student in any credit-bearing course or any credentialed academic program.

**Student Experience**

experience and all related experiences as a student at the University of Alaska Fairbanks.

**Supervisor** is defined to include direct and indirect supervisors.

**University Representative** includes any Course Instructor, Athletics Coach, Advisor or Mentor, Preceptor, or Supervisor, as defined above, or other person who acts on behalf of the University in regard to any Student or Employee.

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### **3.0 PURPOSE AND SCOPE**

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This policy provides guidance for appropriate practices when a University Representative (see definition) is confronted with a situation that requires the instruction, mentoring, and the educational experience of immediate family members. The policy highlights the importance of maintaining professional boundaries in supervision and instructional situations when there is a real/potential/perceived conflict of interest and provides a transparent process to mitigate the conflict.



reassigning grade assignments to other qualified individuals. Such a plan must be documented using the Immediate Family Member Academic Disclosure form [<https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=b5360967-efc6-4306-994a-f6385d14b347&env=na1&acct=53b791d1-5d5b-4282-b568-c3325d21c5e3&v=2>], signed by the University Representative and approved by the Supervisor/Director/Dean, and the Provost.

- c. A copy of the signed plan must be kept in the university