

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section IV - Personnel

**SUBJECT:** RELATIONSHIPS BETWEEN TEAMMATES AND STUDENTS

**REVIEWER:** Provost\*  
Dean of Student Affairs and Enrollment Management

**RELATED POLICIES TO CONSULT:**

CCHS Policies: Conflict of Interest and Freedom from Undue External Influence (Sec. 0)  
Discrimination, Harassment, Retaliation & Sexual Misconduct (Sec. I)  
Complaint/Grievance/Appeal Process (Sec. II)  
Employment of Relatives (Sec. IV)  
Termination - Involuntary (Sec. IV)

CHS Policies: CHS 30.00 CHS Organizational Ethics Statement  
COR 40.06 Non-Retribution/Non-Retaliation  
COR 40.17 Conflicts of Interest  
HR 5.07 Protection from Discrimination, Harassment, and Retaliation  
HR 5.11 Solicitation and Distribution  
HR 5.16 Resolution Procedure  
HR 5.20 End of Employment

**I. POLICY**

Carolinas College of Health Sciences (CCHS) is responsible for providing an environment in which all interactions between college teammates and students are guided by mutual trust, confidence, respect, and professional ethics. Personal relationships between teammates and students have the potential to compromise the objectivity and integrity of academic and administrative decisions and processes, may create the perception of bias, and may create opportunities for the abuse of, or the perception of abuse, of a position of authority. Thus, relationships between college teammates and students are to be avoided when reasonably possible. When a relationship cannot reasonably be avoided, it is to be reported and scrutinized. In all cases, teammates are expected to avoid conflict between their professional responsibilities and their personal relationships with students.

College teammates are to avoid relationships with students over whom they have a "position of authority" such as teaching a course or evaluating, supervising, or advising a student as part of an administrative or academic process, or as part of a college-sponsored activity or program. Should a personal relationship exist, develop, or appear likely to develop, the college teammate shall disclose the relationship to the provost and dean of student affairs and enrollment management who, together, will review the situation and determine actions to be taken to appropriately manage the situation. Even when the college teammate has no professional responsibility for a student, the college teammate should be sensitive to the potential perceptions of others concerning bias in treatment of that student.

The following terms are defined for purposes of this policy only:

- A. College teammate -- all college teammates except federal work-study teammates.
  
- B. Student –
  - 1. Individuals enrolled in an academic degree, non-degree, or continuing education program or course(s).
  - 2. Individuals who are applicants for any of the college's courses or programs.

- C. Position of authority -- includes but is not limited to the following college teammate responsibilities:
  1. Delivery of course content, evaluation for admission, grading, or advising
  2. Provision of formal mentoring or tutoring.
  3. Supervision or evaluation of a formal project or ongoing research.
  4. Determination or award of any type of financial aid, including scholarships.
  5. Determination or award of academic honors or other college awards.
  
- D. Relationship --
  1. Non-family: dating, romantic, or intimate relationship.
  2. Family: immediate family members, including spouse, child, parent, sibling, grandparent, aunt, uncle, niece, nephew, corresponding in-law, or "step" relatives.
  3. Business associates for private advantage.
  4. Consensual and business relationships *are different* from those that are purely personal and unstructured such as a friendship.

## II. PROCEDURE

- A. When a relationship exists or develops with respect to a student, the personal relationship is to be disclosed by the college teammate and will be managed as follows:
  1. Family relationship -- the relationship will be reported to the provost and dean of student affairs and enrollment management at the time of the student's first application to the college.
  2. Non-family relationship -- the relationship will be disclosed to the provost and dean of student affairs and enrollment management when a relationship has developed or upon the student's first application to the college, whichever occurs first.
  3. In cases A1 and A2 above, the provost and dean of student affairs and enrollment management will review the situation and with counsel from the teammate's supervisor and department manager, determine appropriate action.
  4. Actions may include, but are not limited to:
    - a) Transfer of the student to another course or section taught by a different faculty member.
    - b) The student not enrolling in a course.
    - c) Assignment or transfer of the student to another faculty advisor; and
    - d) Assignment of a qualified alternative college teammate for the required position of authority.
  5. Any violation of this policy by the faculty/staff member may result in disciplinary actions against the faculty/staff member in accordance with CCHS policies and procedures.
  
- B. Noncompliance with Policy
 

Any credible allegation of a college teammate's failure to avoid an improper teammate and student relationship obligates the provost and dean of student affairs and enrollment management to conduct a prompt and thorough inquiry to determine whether the allegation is true. Where it is concluded that a relationship exists and the college teammate involved did not appropriately report and/or terminate the relationship, the appropriate college administrator shall remove the college teammate's position of authority over the student and may initiate the teammate disciplinary continuum.
  
- C. Sanctions
 

Persons in violation of this policy shall be subject to the teammate disciplinary continuum ranging from a verbal and or written warning to termination. Persons who knowingly make false allegations regarding a college teammate's relationship with a student shall also be subject to appropriate disciplinary actions.

D. Due Process

Any student, faculty member, or staff member who believes he or she has received inappropriately favorable or unfavorable treatment as a result of a relationship between a college teammate and a student may file a complaint, grievance, or appeal as outlined in the Student Complaint/Grievance/Appeal Process policy or the CHS *Resolution Procedure* Policy.

E. Confidentiality

College administrators will respond appropriately to all conflicts of interest or instances of non-compliance with this policy. Every reasonable effort will be made to preserve confidentiality and protect the privacy of all parties in the course of investigating a potential conflict of interest, administering appropriate actions relating to an existing conflict of interest, and in attempting to remove the teammate's position of authority.

F. The Relationships between Teammates and Students policy and procedure will be reviewed bi-annually.

**III. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_

**Note:** This policy is adapted, with permission, from Cabarrus College of Health Sciences, (2008), College Teammate and Student Relationships Policy.