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|  | | Faculty Conflict of Interest in Student Assessment and Promotion Management Form |
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| **Related Policy:** Occasions may arise in which a faculty member has direct supervision over a student in matters of assessment and/or promotion and in which there may be a potential conflict of interest in this role. The conflict may arise as a consequence of any of a number of situations such as:   1. The student may be a relative through lineage, marriage, or other relationships; 2. The student may have a close personal relationship through settings such as places of worship, civic organizations, sports, recreational, or other social settings; 3. The student may be a patient in the practice of a clinical faculty member; 4. Or other relationships identified by the faculty member or student.   The nature of the conflict need not be disclosed. When such a conflict is recognized by the faculty member, it is the responsibility of the faculty member to notify the VTCSOM Office of Faculty Affairs, either through this document or directly. Should a conflict be identified by the student, the student should notify the VTCSOM Office of Student Affairs.  If a conflict of interest is identified by either party, the student schedule will be modified to avoid assessment of the student by the faculty member. Similarly, if a conflict of interest is identified, by either party, the faculty member will be asked to recuse him/herself in decisions regarding promotion of the student.  **Related Accreditation Standard:** LCME 12.5, Faculty Involvement in Student Assessment | | |
| Name: | | |
| **I do not have any conflicts at this time.** | | |
| I have conflicts with the following student/s: | | |
|  | | |
| **Faculty member name**  *(printed)*: |  | |
| **Signature**  *(typed or handwritten)***:** |  | |
| **Date:** |  | |
| **Please return this form to the VTCSOM Office of Faculty Affairs**  **Fax: 540-581-0741**  **E-mail:** [**vtcsomfaculty@vt.edu**](mailto:vtcsomfaculty@vt.edu)  **Mail: 2 Riverside Circle, Ste. M140, Roanoke, VA 24016**  ***Please contact the Office of Faculty Affairs whenever a conflict of interest arises.*** | | |