

Policy: Faculty Conflict of Interest in Student Assessment and Promotion

INITIAL EFFECTIVE DATE:	LAST REVISION/REVIEW DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
February 2025		<ul style="list-style-type: none"> Curriculum Committee

POLICY STATEMENT

Prohibition of Assessment and Supervision: Faculty members who have served as formal advisors to a student are prohibited from participating in any assessment of that student. This includes, but is not limited to, serving as a clinical preceptor or small group facilitator for that student.

Exclusion from Promotion Decisions: Faculty members with a current or prior formal advisory relationship with a student may not participate in decisions regarding that student's academic progression, remediation, or promotion.

Definition of Formal Advisory Role: A faculty member is considered to have had a formal advisory role if they have provided sustained academic, career, or personal guidance to a student as part of an assigned advising relationship.

Faculty Disclosure Requirement: Faculty members assigned to participate as a clinical preceptor or small group facilitator for a student with whom they have or have had a prior formal advisory relationship must inform the Course or Clerkship Director of this relationship prior to working with the student. Faculty members asked to participate in decisions regarding that student's academic progression, remediation, or promotion for a student with whom they have or have had a prior formal advisory or relationship must recuse themselves from those decisions.

Student Disclosure Requirement: Students assigned to work with a clinical preceptor or small group facilitator with whom they have or have had a prior formal advisory relationship must inform the Course or Clerkship Director of this relationship prior to working with the faculty member.

SCOPE

This policy applies to all faculty members involved in student assessment, clinical supervision, small group facilitation, or promotion decisions at HWCOM.

REASON FOR POLICY

This policy establishes guidelines to prevent conflicts of interest in the assessment and promotion of medical students by faculty members who have served as formal advisors. It ensures fairness, objectivity, and integrity in student evaluations and progression decisions at HWCOM.

DEFINITIONS

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RESPONSIBLE PARTIES

Senior Associate Dean for Academic Affairs

RELATED RESOURCES

CONTACTS

Questions about this procedure should be directed towards the Senior Associate Dean for Academic Affairs and/or the Associate Dean for Curriculum and Medical Education, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: February 2025
Review Dates (*review performed, no updates*):
Revision Dates (*updates made to document*):
Comments on Revision (*if applicable*):

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PROCEDURE STATEMENT