

POLICY ON MANAGEMENT OF CONSENSUAL RELATIONSHIPS

The College of Arts and Sciences will undertake the following measures and processes for management and compliance with the university Consensual Relationships Policy approved by the Faculty Senate on March 21, 2005.

1. Responsibility

- 1.1** The Office of the Dean will have ultimate responsibility for management of this policy.
- 1.2** An associate dean reporting directly to the dean will have responsibility as part of his or her regular duties.
 - 1.2.1** The designated associate dean will meet with all department chairs in which there is a relationship reported (see 3 below) that would fall under the Consensual Relationships Policy.
 - 1.2.2** The designated associate dean will work with the department chair to formulate an acceptable management strategy (see 4 below) and will monitor that management strategy at yearly intervals or more often if appropriate.
 - 1.2.3** The designated associate dean will provide a written report to the dean at the end of every fiscal year (June 30).
- 1.3** All department chairs in which there is a relationship falling under the Consensual Relationships Policy, including when it involves the chair, will submit a written plan for compliance following their meeting with the associate dean and a written report one month prior to the end of the fiscal year (May 30) confirming compliance with the plan.

2. Dissemination of Consensual Relationships Policy

- 2.1** The Office of the Dean will post a link to the Consensual Relationships Policy on its website.
- 2.2** The Office of the Dean will include the Consensual Relationships Policy as an agenda item in the first meeting of the Arts and Sciences Chair Council each academic year.
- 2.3** The Office of the Dean will distribute a copy of and include discussion of the Consensual Relationships Policy at its new faculty orientation.

3. Identification of Consensual Relationships

- 3.1** At the time of dissemination of the Consensual Relationships Policy each academic year (see 2.1 and 2.2 above), the Office of the Dean will instruct all faculty, staff, and students that any relationship falling within the parameters of this policy must be reported to the chairs of all departments involved. (That is, if a relationship crosses two departments, it must be reported to both chairs.)
- 3.2** If a relationship involves a department chair, the relationship must be reported to the Office of the Dean along with other such relationships.

4. Management of Consensual Relationships Policy

- 4.1** In those situations in which one member of a consensual relationship has administrative, budgetary, or supervisory responsibility over the other, the member of the consensual relationship with these responsibilities:
- 4.1.1** will work with his or her department chair and the designated associate dean to formulate a plan for management of these responsibilities in compliance with the Consensual Relationships Policy;
 - 4.1.2** will submit a written report confirming adherence with the plan and compliance with the Consensual Relationships Policy to the department chair to be transmitted to the Office of the Dean on an annual basis, one month prior to the end of the fiscal year (May 30).
 - 4.1.3** In the event that a member of the consensual relationship is a department chair, the above activities will occur directly with the designated associate dean
 - 4.1.4** The dean will review the management plan and, if acceptable, will forward it to the Provost's Office and to Human Resources or their designated representatives for approval.
- 4.2** Materials to be included for review by the Office of the Dean to assure that one member of the consensual relationship is not receiving preferential treatment, or is not being disadvantaged as a result of the relationship may include, but not be limited to (depending on the situation):
- work assignments (e.g., course assignments and teaching loads, lab assignments)
 - committee assignments and administrative responsibilities
 - allocations of non-salary resources including:
 - travel funds
 - computer funds and equipment
 - supplies
 - other departmental non-salary resources (e.g., funds for lecture series)
 - laboratory space
 - allocation of department-based student assistants, both undergraduate and graduate
 - allocation of department assistant time and support
- 4.3** If the consensual relationship involves faculty members, each member must excuse himself or herself from any and all hiring, promotion, and tenure discussions and considerations for the other member of the relationship.
- 4.3.1** If there is insufficient faculty size in a department to constitute a required review committee in such a case, the Office of the Dean will appoint a special committee consistent with College of Arts and Sciences by-laws.
- 4.4** Neither member of a consensual relationship may complete evaluations for the other member of the relationship.
- 4.4.1** Evaluations will be completed by the next person up in the supervisory chain or an appropriate designee of the next person up in the supervisory chain.

- 4.5** Neither member of a consensual relationship may have responsibility for investigation, determination or mediation in a student or staff complaint process concerning the other member of the relationship.
 - 4.5.1** Investigation, determination or mediation will be completed by the next person up in the supervisory chain or an appropriate designee of the next person up in the supervisory chain.
 - 4.5.2** Members of a consensual relationship who share responsibility for students or staff are required to disclose to the students or staff for whom they share responsibility of the existence of this policy

5. Compliance with Consensual Relationships Policy

- 5.1** Lack of compliance with any part of this process will be reported to the responsible bodies indicated in the Consensual Relationships Policy.

(Revised and Approved March 2008, April 2019)