Date: May 5, 2010

To: MSASS Adjunct Faculty

From: Cleve Gilmore, Dean

RE: Management of Multiple Relationships at MSASS

CC: Sarah Andrews
    Theresa Wilson
    Ina Brand

As MSASS Dean, I am responsible for ensuring compliance with the policies and procedures related to the management of multiple relationships. I have attached a copy of the Recommendations Regarding Management of Multiple Relationships approved by the MSASS Constituent Faculty.

The Multiple Relationship Policy requires that an annual disclosure form regarding multiple relationships be filed with the Dean's office by each member of the MSASS faculty, staff and administration. The form is attached. Please print and return your completed form to the MSASS Academic Affairs Office (MSASS Rm. 120) along with your contract.

A COMPLETED FORM IS REQUIRED EVEN IF YOU HAVE NOTHING TO REPORT.

Any future change in your status relating to multiple relationships must be reported to my office immediately so that an appropriate plan can be established to manage the professional relationship.

Thank you.

GCG/jel

Attachments
MANAGEMENT OF MULTIPLE RELATIONSHIPS
COMPLIANCE FORM

Name: ________________________________

Date: ______________________________

_____ I do not have multiple relationships as outlined in the MSASS Recommendations Regarding Management of Multiple Relationships Policy approved by the MSASS Faculty on February 19, 2007.

_____ I do have multiple relationships as outlined in the MSASS Recommendations Regarding Management of Multiple Relationships Policy approved by the MSASS Faculty on February 19, 2007.

Explain:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If there is a change in status relating to multiple relationships, notify my office immediately so that an appropriate plan can be established to manage the professional relationship.

Signature: ________________________________

RETURN TO:
MSASS ASSOCIATE DEAN FOR ACADEMIC AFFAIRS
MSASS Room 120
10900 Euclid Avenue
Cleveland, OH 44106-7164
January 12, 2007
Recommendations Regarding Management of Multiple Relationships at MSASS

A multiple relationship exists when a faculty member, staff member, administrator, or student is in a professional role with a person and (a) at the same time is in another role closely associated with or related to that person or (b) at the same time is in a relationship with another individual closely associated with or related to that person.

Multiple relationships are not, ipso facto, unethical, but they do pose potential risk for harm or exploitation or for favoritism.

Potential Problems Associated with Multiple Relationships:

- Providing an objective evaluation for admission, performance, or supervision;
- Having access to private information that not everyone who might be affected by the information has;
- Treating the person in a preferential manner or being perceived as treating the person in such a way;
- Creating additional work for other faculty, staff, or administrators when responsibilities have to be realigned in order to protect against problems associated with multiple relationships;
- Generating concern over damage to collegial relationships— and untenured faculty may feel at particular risk for retribution.
- Generating concern over damage to the external reputation of the School.

The following policies are designed to minimize the risk posed by such relationships.

MSASS Policies:

The following policies pertain to multiple relationships of MSASS faculty, staff, administrators, or students that pose the potential for risk of harm, exploitation, or favoritism or the perception thereof.

- A relationship that meets the definition of a “multiple relationship” as outlined above must be disclosed immediately to all parties who may be affected by the relationship including the MSASS Dean. Such disclosure is likely to occur at the time of application for admission to an educational program or experience, for hiring, for promotion, or at enrollment in a specific class.

- In addition, an annual disclosure form regarding multiple relationships shall be filed with the Dean’s office by each member of the MSASS faculty, staff, and administration.
• The parties involved in a multiple relationship, in collaboration with the MSASS Dean, shall establish a written plan for avoiding or managing any potential risk for harm, exploitation, or favoritism due to said relationship.

• Individuals in multiple relationships with members of the faculty, staff, administration, or students must be evaluated against the same standards as their peers.

• Individuals shall not be involved in the supervision or the evaluation of the individuals with whom they have multiple relationships.

• Students shall not enroll in classes taught by faculty with whom they have multiple relationships. This means that the School will first try to find another faculty member to teach a course, if a multiple relationship with a member of the faculty occurs. If this is not possible, other alternatives to provide a student with the same educational content shall be sought.

• Hiring of individuals in multiple relationships as members of the faculty, staff, or administration must be conducted through established University hiring processes.

The Dean shall be responsible for ensuring compliance with policies and procedures related to multiple relationships.

Despite the formulation of these policies, it should be noted that multiple relationships, as defined in this document, are not to be encouraged within the School.

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First draft discussed by Steering Committee on January 8, 2007;
Revised January 8, 2007;
Second draft discussed and approved (with revisions) by Steering Committee on February 12, 2007;
Final – Approved by Constituent Faculty on February 19, 2007