

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Human Resources

BCOM Policy 4305

TOPIC: Student and Faculty/Staff Relationships

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*Policy reformatted and renumbered for uniformity May 2016

PURPOSE

To define the appropriate scope of personal relationships between faculty or support staff and students, including prospective students. BCOM is committed to fostering an environment that is safe for all students and employees, and which promotes academic and professional success in students and employees at all levels. We believe that the achievement of these two goals is dependent on an environment free of behaviors which can undermine the important missions of our institution.

An atmosphere of mutual respect, collegiality, fairness, and trust is essential. Although both employees and students bear significant responsibility in creating and maintaining this atmosphere, faculty also bear particular responsibility with respect to their evaluative roles relative to student work and with respect to modeling appropriate professional behaviors. Faculty must be ever mindful of this responsibility in their interactions with their colleagues, their patients, and those whose education has been entrusted to them.

SCOPE

All current students, all prospective students and all faculty and staff.

POLICY

It is expected that all employees will maintain professional conduct with students and with each other, in keeping with the mission and ethical statements expressed elsewhere in this policy manual. It is expected that students will adhere to the Student Code of Ethics and Honor outlined in the Student Handbook.

The following behaviors are considered the specific responsibility of faculty members (and/or support staff when applicable) and students toward each other:

1. Treat one another with respect and fairness.
2. Treat one another equally regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
3. Faculty members will provide current materials in an effective format for learning; students will commit time and energy to their studies necessary to achieve the goals and objectives of each course.
4. Be on time for didactic, investigational, and clinical encounters.
5. Communications will be respectful, constructive and professional.
6. BCOM students are entitled to seek care with qualified providers and should a student seek care from a provider who is a BCOM faculty member (full time, part-time, contracted, or volunteer status), that provider should recuse himself/herself from evaluation of the student's academic performance as well as notify the Associate Dean of Clinical Affairs of a professional relationship with the student to would interfere with an academic relationship.

Certain behaviors are considered inappropriate within a student and faculty or support staff relationship. These behaviors are those which demonstrate disrespect for others or lack of professionalism in interpersonal conduct. Although there is inevitably a subjective element in the witnessing or experiencing of such behaviors, certain actions are clearly inappropriate and will not be tolerated by the institution. These include, but are not limited to, the following:

- unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same;
- sexual harassment (including romantic relationships between faculty and students, in which the faculty member has authority over the student's academic progress) or harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation;
- loss of personal civility including shouting, personal attacks or insults, displays of temper (such as throwing objects);
- discrimination of any form including in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation;
- requests for others to perform inappropriate personal errands or favors unrelated to the didactic, investigational, clinical, or academic support situation at hand; this includes giving rides in personal vehicles and visiting in personal homes outside of officially-sponsored BCOM functions;
- grading/evaluation on factors unrelated to performance, effort, or level of achievement;
- faculty should limited their involvement in clinics, organizations, or institutions where BCOM directs its students to receive physical health or behavioral health services unless the clinic, organization, or institution is a regular teaching site of the college; and,

If a student approaches a faculty or staff member with a personal concern or need, the proper response is to route them to the Student Affairs office for assistance. In an emergency situation, the proper response is to call 911 or BCOM on-site security for assistance, on behalf of the student.