EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

DBD-1 **Instructional Conflicts of Interest**

APPROVED: May 11, 2026 **REVISED**:
Year of last review: 2026
AUTHORIZING BOARD POLICY: DBD

Classification: Administrative
Responsible Vice President or Associate Vice President: Vice President, Instruction & Workforce Education
Designated Contact: Vice President, Instruction & Workforce Education

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OBJECTIVE: To protect faculty and students from real or perceived conflicts of interest stemming from immediate family members in a shared classroom environment.

PROCEDURE:

I. GENERAL PROVISIONS:

Faculty shall not be assigned to teach, supervise, or assess a member of their immediate family.

A. "Faculty" is defined as anyone teaching College courses, including individuals teaching dual enrollment sections at off-campus instructional sites.

B. "Immediate family" is defined as:

1. Spouse;

2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*;

3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee;

4. Sibling, stepsibling, and sibling-in-law; or

5. Grandparent and grandchild.

See DEC (Local).

II. PROCESS:

A. If enrollment creates such an assignment, the supervising Instructional Administrator must implement reassignment at the earliest opportunity and ensure the conflicted faculty member has no access to evaluative functions for the student (grading, recommendations, attendance reporting that affects standing, etc.).

B. Exceptions to this procedure are permitted only in extraordinary circumstances such as where reassignment is impossible (e.g., single faculty disciplines within the College district). In such cases, the EPCC Instructional Administrator must submit to the Vice President of Instruction & Workforce Education a written mitigation plan that removes the faculty member from all evaluative roles and assigns an Independent Evaluator of Student Work. If approved, the Vice President of Instruction & Workforce Education will submit a copy of the approved plan to the Associate Vice President of Human Resources & Compliance.

The EPCCCD does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status.