



THE JOHN MARSHALL LAW SCHOOL

Conflicts of Interest Associated with Academic Programs

1. **Avoiding and reporting conflicts and perceived conflicts of interest:** The potential for conflict or perceived conflict exists when a relative of an employee — or an individual in an intimate relationship with an employee — participates in a law-school academic program, or when a law-school employee — other than an employee whose work is ancillary to his or her student status (such as a part-time research assistant or teaching assistants) — enrolls in a law-school academic program. In either circumstance, the employee must actively seek to avoid situations in which a conflict may exist or be perceived to exist. To help avoid actual or perceived conflicts, the employee must immediately report the relationship or situation to both his or her supervisor and to Human Resources.
2. **Employees who seek to enroll in an academic program:** An employee who seeks to enroll in a law-school academic program should meet with Human Resources to verify that enrollment would be permitted while employed in his or her current role. Employees of certain departments may not be eligible to enroll unless a transfer to an appropriate available position can be arranged, or unless the employee's job responsibilities can be modified in a way that avoids the conflict and does not result in undue hardship to the school. For example, it typically would not be appropriate for an employee with access to student grades or records to enroll as a student.
3. **No dual-employment status:** Employees enrolled in a JMLS academic program cannot hold a dual-employment status. In other words, one person cannot simultaneously be an employee and a student worker such as a research assistant or teaching assistant.
4. **Students in a familial or intimate relationship with an employee:**
 - a. When an individual who is related to an employee or in an intimate relationship with an employee enrolls in an academic program, the law school reserves the right to adjust the employee's assignment or job duties to negate or minimize any potential actual or perceived conflict issues.
 - b. A student who has a relative working at the law school or who is in an intimate relationship with a law-school employee must avoid situations in which actual or perceived conflicts may exist. For example, a student whose relative is a faculty member cannot enroll in that faculty member's course, work for the faculty member as a

student employee, or seek any special advantage or privilege based on that relationship. The law school reserves the right to preclude a student from participating in any course, program, or activity where an actual or perceived conflict cannot be avoided.

5. **Other conflicts related to the academic program:** A policy cannot anticipate every circumstance that might constitute an actual or perceived conflict of interest with a law-school academic program. Accordingly, if an employee believes that his or her anticipated actions — or the anticipated action of a relative or intimate partner who is participating in a law-school academic program — may create an actual or perceived conflict, the employee should seek advice from Human Resources before taking that action. Other employees are also encouraged to report actual or perceived conflicts they may observe or learn about to Human Resources so that the matter may be properly addressed.

Administrative policy enacted May 30, 2017; effective immediately.