

**Proposed Indiana University of Pennsylvania College of Osteopathic Medicine
(Proposed IUPCOM—Candidate Status—Seeking Accreditation)**

COCA Pre-Accreditation Element 9.10: Non-Academic Health Professionals
Pre-Accreditation Submission 9.10-1: Non-Academic Health Professionals Recusal
Policies/Procedures

Policy Statement

Medical school faculty members must recuse themselves from participating in the assessment or promotion decisions of students where a conflict of interest or bias, real or perceived, exists, relative to deriving a grade in any course or clinical rotation. This policy ensures that all students are evaluated fairly, objectively, and without undue influence. Where a health professional is providing care to a student through a provider-patient relationship, that provider will recuse themselves from the academic assessment or promotion of the student receiving those services.

Purpose

- Safeguard the integrity and fairness of student assessments and promotions.
- Prevent conflicts of interest or bias from influencing academic decisions.
- Provide clear guidance to faculty and committees on when and how recusal should occur.

Scope

This policy applies to all faculty members involved in:

- Student assessments (e.g., grading, narrative evaluations, clinical performance reviews)
- Promotion decisions (e.g., progression from one year to the next, remediation, dismissal)

Policy Guidelines

1. Obligation to Recuse

Faculty must recuse themselves from assessment or promotion decisions if they:

- Have/had a close personal, familial, or romantic relationship with the student.
- Have/had a significant conflict with a student (e.g., legal dispute, harassment complaint).
- Serve in a dual-role capacity (e.g., therapist, mentor outside the educational program).
- Supervised the student in a context where impartiality could be questioned.
- Believe their ability to be objective is compromised for any reason.

2. Committee Participation

Faculty serving on the Student Progress Committee (SPC) must disclose any potential conflicts of interest before meetings. The chair will determine the appropriate course of action, which may include:

- Temporary or full recusal from the discussion and/or vote.
- Replacement with an alternate committee member.

3. Documentation

All recusals must be documented in the meeting minutes or student record, including:

- The name of the recused faculty member.
- The reason for recusal (general terms to protect privacy).
- The date and scope of the recusal.

Procedures

1. Identification of Conflicts

- Faculty are expected to self-identify potential conflicts and report them to the course/clerkship director or committee chair.
- Students may also report concerns about potential faculty conflicts to the Office of Student Affairs or the Dean's Office.

2. Reporting and Review

Upon receiving a report, the course/clerkship director or committee chair will:

- Review the nature of the conflict.
- Consult with the Office of Medical Education or Legal Counsel as needed.
- Decide whether recusal is warranted.

3. Replacement and Coverage

- If a faculty member is recused, an alternate assessor or committee member will be appointed as needed by the department or committee chair (based on assignment).
- The replacement should be someone with adequate knowledge of the student's performance and no conflict of interest.

4. Appeals

- Students may appeal an assessment or promotion decision if they believe a conflict was improperly handled.
- Appeals must be submitted in writing to the Student Promotions Committee within 10 business days of notification of the decision.

Training and Awareness

All faculty and committee members involved in student evaluation and promotion must undergo annual training on:

- Conflict of interest recognition

- Recusal procedures
- Ethical assessment practices

Note

Providers rendering health care to any student cannot provide an academic assessment of that student for purposes deriving a grade in any course or clinical rotation. They can facilitate learning opportunities through lectures, skills training, coaching, mentorship, or other venues exclusive of individual assessment for a grade.

Policy/Procedure Details	
Policy Owner	Director of Student Affairs Associate Dean of Pre-Clinical Affairs Associate Dean of Clinical Affairs and GME
Effective Date	08/29/2025
Last Reviewed	08/29/2025
Review Frequency Requirements	4 Years
Related Policies and Documents	1. IUPCOM Student Handbook 2. IUPCOM Faculty Handbook 3. IUPCOM Recusal from Assessment Policy 4. IUPCOM Student Rights and Responsibilities Policy
Reviewed and Approved by Dean's Leadership Council	08/29/2025
Revision Number	2025.01