"Amorous relationships" are defined as intimate, sexual, and/or any other type of amorous encounter or relationship, whether casual or serious, short-term or long term. A faculty member, staff member, or graduate student who is or becomes involved in an amorous relationship with another employee or a student in violation of the Policy Against Discrimination, Harassment, and Related Interpersonal Violence (Policy) must disclose the relationship immediately to the Office of Institutional Equity (OIE). Labor Relations and the applicable dean or vice president will determine whether the conflict of interest can be eliminated through termination of the situation of authority. The final determination will be at the sole discretion of the relevant dean or vice president.

This form is intended to assist employees and their managers with meeting the above-cited requirements of the Policy Against Discrimination, Harassment, and Related Interpersonal Violence.

To Complete the Form:

- 1. Employee/Graduate Student complete section 1 and provide a copy to OIE.
- 2. Labor Relations complete section 2 in consultation with the appropriate Senior Manager(s) and other relevant administrative staff including OIE and the Graduate School (if applicable).

Section 1 DISCLOSURE

- 1. Name of student or employee with whom you have a relationship. For relationships with students, please indicate student standing (i.e. undergraduate student, graduate student, law student, etc.):
- 2. Please describe the nature of the relationship:
- 3. Description of supervision or authority over individual identified above, if any.

Employee Signature: _____

Date:

Print Name: ______

Section 2 CONFLICT RESOLUTION PLAN

Duties Assigned to:

Action taken to resolve conflict:

Labor Relations Signature:	Date:
Print Name:	
Senior Manager's Signature:	Date:
Print Name:	
The Graduate School Signature (if applicable):	Date:
Print Name:	

Copy to: OIE Senior Manager Employee

Revised September 1, 2018