

Disclosure of Consensual Romantic, Amorous, or Sexual Relationship with a Student or Employee

This form must be completed by all Employees or Graduate/Teaching Assistants involved in relationships exempt from the prohibitions of the Montclair State University Consensual Romantic, Amorous, or Sexual Relationship Policy. Such relationships include those that predate: a) the adoption of the Montclair State University Consensual Romantic, Amorous, or Sexual Relationship Policy; b) the individuals' employment or volunteer appointment by Montclair State University; or c) the student's registration with Montclair State University.

Directions for Completing this Form: This form has been created in Adobe in a fillable format and must be completed by those Montclair State University Employees or Graduate/Teaching Assistants engaged in permissible consensual romantic, amorous, or sexual relationships with Students or Employees. Required information includes the names and roles of those involved in the relationship, the individual(s) who will assist in implementing a Mitigation Plan, and a summary of the Mitigation Plan. Signatures as indicated are required. The completed disclosure must be forwarded to the head of the department or unit for approval, who will forward it to the Vice President and Chief Human Resources Officer for final approval.

Section I. Parties to the Consensual Romantic, Amorous, or Sexual Relationship

Name, title and contact information of the Employee or Graduate/Teaching Assistant:

Name and contact information of the Student or other Employee (in the event of an Employee-Employee relationship):

Academic Program, Discipline or Department of both parties:

Role(s) of the Employee or Graduate/Teaching Assistant in relation to the Student or other Employee (teach, manage, supervise, advise, evaluate, access, influence, etc.):

Description of the manner in which the Employee or Graduate/Teaching Assistant may or is perceived to exert authority or influence over the Student or other Employee:

Those individuals in employee-employee relationships with no direct supervisory or reporting relationship over one another can skip to Section V.

Section II. Mitigation Plan Narrative

Describe the measures that will be taken to prevent actual and/or perceived conflicts of interest, exploitation and favoritism of the Student or other Employee. Such measures may include but are not limited to: who will take the place of the Employee to teach, advise, mentor, supervise, evaluate, or perform other job functions in a manner that is free of perceived conflict of interest, exploitation or favoritism.

Section III. Agreement to terms of Mitigation Plan

We agree that we will follow the process described in Section II. to mitigate any real or perceived conflict of interest in light of our pre-existing consensual romantic, amorous, or sexual relationship.

Montclair State University Employee:

Print Name

Signature and Date

Student / Employee:

Print Name

Signature and Date

Montclair State University Employee(s) Overseeing Implementation of Mitigation Plan:

Print Name

Signature and Date

Print Name

Signature and Date

Print Name

Signature and Date

Department Chair/Unit Supervisor

Print Name

Signature and Date

Section IV. Approval of the Mitigation Plan

_____ I approve the proposed mitigation plan

_____ I approve the proposed mitigation plan with the following changes:

_____ I do not approve the proposed mitigation plan

Division for Human Resources:

Print Name

Signature and Date

Section V. Acknowledgment

I acknowledge that all of the above information is true and that I have read and fully understand the University's Policy on Consensual Romantic, Amorous, or Sexual Relationships. I agree to update this information as necessary.

Print Employee Name

Signature and Date

Print Supervisor's Name

Signature and Date