NEPOTISM

The University’s standards for employment decisions such as hiring, promoting, recommending for tenure, reappointing, evaluating, awarding salary and terminating employment are based on qualifications for the position, ability, and performance. It is against University policy for an employee to supervise a relative or to work in positions that have an audit or control function over a relative.

“Relatives” means a connection between persons by blood, marriage, adoption, domestic partnership, or other personal relationship, including co-habitation.

To avoid possible conflicts of interest, any dean, director, department head, chairperson, supervisor or participant in peer or administrative review procedures who is a relative of an employee or job applicant must not participate either formally or informally in decisions, including rendering advice on decisions, on matters affecting the relative. This includes, but is not limited to, collegial disputes or decisions to hire, retain, promote, or determine salary.

Employment of relatives in the same department or under the same immediate supervisor is authorized only with the prior written approval of the head of the department or the immediate supervisor, and the Provost or higher level administrator.

It is understood that, after initial employment, an employee may be promoted to a supervisory position in which he or she has authority over a relative. In such cases where an employee would have primary responsibility for the assignment, supervision and evaluation of duties for a relative, an alternative chain of command must be established. An appropriate individual must be designated by a higher level administrator (e.g., director, department head, dean, vice president, provost, president, trustee) to perform the supervisory functions in the decisions to hire, retain, promote, assign duties or set the salary of the individual “related” to the employee.

It is not the intent of this policy to encourage the employment of relatives within the same unit, but rather to reemphasize the concept that the selection of personnel will be on the basis of job-related qualifications.

RECOMMENDATION:
Following the recommendation of past chairs of Faculty Senate, it was determined at the September 7, 2012 Faculty Senate meeting to forward the recommended language above to the President’s Council for consideration.