

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: April 17, 1989

SUBJECT: AOP 10.05 - Nepotism

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding among the administration and faculty regarding the policy on nepotism.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE

The University has restrictions related to relatives working in the same unit, and these are covered in [HRM Policy 60-103](#) in the section “Employment of Relatives”.

In cases where circumstances result in relatives being employed in the same unit, the administrative unit must develop a plan to show an alternative reporting structure. The relative being employed shall report to the next higher administrative authority. This structure is necessary to avoid conflicts of interest involving relatives where decisions result in direct benefits to such individuals. The alternative reporting lines must be clearly stated and approved at the next higher administrative level within a month after a nepotism issue develops.

In addition to conflicts of interest involving relatives in employment, non-employment situations where direct benefit to relatives can occur must be avoided in order to prevent real or perceived conflicts of interests. These situations can involve faculty, staff, or students and include, but are not limited to, assignment of grades, selection of scholarship recipients, selection of recipients of awards and special recognition, and completion of evaluations. Each unit must decide how special accommodations are to

be made to avoid such non-employment conflicts of interests and report such accommodations to the next higher administrative level.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
<u>Associate Provost for Academic Affairs</u>	Review	2016

APPROVED:

<u>/s/ Peter L. Ryan</u> Associate Provost for Academic Affairs	<u>10/24/2012</u> Date
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<u>/s/ Jerome A. Gilbert</u> Provost and Executive Vice President	<u>10/25/2012</u> Date
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<u>/s/ Meghan Millea</u> President, Robert Holland Faculty Senate	<u>11/01/2012</u> Date
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REVIEWED BY:

<u>/s/ Lesia Bryant</u> Director, Office of Internal Audit	<u>11/08/2012</u> Date
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<u>/s/ Joan L. Lucas</u> General Counsel	<u>11/28/2012</u> Date
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APPROVED:

<u>/s/ Mark Keenum</u> President	<u>12/05/2012</u> Date
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