



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.

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.”

Employees are prohibited from participating in the hiring process or in hiring decisions that affect their relatives. In situations where an employee’s family member is an applicant, the employee must not engage in any part of the application process, including but not limited to serving on the search committee, engaging in the interview, or giving feedback about any of the candidates applying for the same position.

In cases where circumstances result in relatives being employed in the same unit, wherein one has administrative authority over a relative, the administrative unit must develop a plan to show an alternative reporting structure such that the relative 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 through the chain of command to the appropriate vice president 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 to prevent real or perceived conflicts of interest. 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 interest and report such accommodations to the next higher administrative level.

REVIEW

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

REVIEWED:

/s/ Peter Ryan 07/12/2023
Executive Vice Provost & Dean of the Graduate School Date

/s/ David Shaw 08/14/2023
Provost and Executive Vice President Date

/s/ Robert Banik 11/10/2023
President, Robert Holland Faculty Senate Date

/s/ Tracey N. Baham 11/13/2023
Associate Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 11/17/2023
General Counsel Date

APPROVED:

/s/ Mark E. Keenum 11/27/2023
President Date