



Authority <b>Board of Trustees</b>
Title <b>Employment of Related Persons Policy</b>
Responsible Office <b>Human Resources</b>
Subject <b>Nepotism</b>
Applies to <b>Faculty and EPA Non-faculty</b>

**History:** First issued:

**Additional References:** The UNC Policy Manual, Chapter 300.4.2, Employment of Related Persons Policy and Guidelines on Implementing Anti-Nepotism Policy

**Related Policies:** Improper Relationships between Students and Employees Policy, Nepotism Policy for SPA Employees

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## 1. POLICY STATEMENT

University employees and prospective employees shall be evaluated on the basis of individual merit, without consideration of any other factors not involving personal professional qualifications and performance. In order to avoid the possibility of favoritism based on family or personal relationship, the following restrictions apply to university personnel who are not subject to the State Personnel Act:

- Related persons shall not serve concurrently within the institution in any case where one would occupy a position having responsibility for the direct supervision of the other.
- A person related to an incumbent employee may not be hired into the same academic department (or other comparable institutional subdivision of employment) if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person.
- Neither related person serving within the same academic department (or comparable institutional subdivision of employment) shall be permitted, either individually or as a member of a faculty or as a member of a committee, to participate in the evaluation of the other related person.

## 2. DEFINITIONS

“**Related Persons**” include the following relationships:

- Parent and child
- Brothers and sisters
- Grandparent and grandchild
- Aunt and/or uncle and niece and/or nephew
- First cousins
- Stepparent and stepchild
- Stepbrothers and stepsisters
- Husband and wife
- Parents-in-law and children-in-law
- Brothers-in-law and sisters-in-law
- Guardian and ward
- Persons engaged in amorous relationships (an amorous relationship exists when, without the benefit of marriage, two persons voluntarily have a sexual union or are engaged in a romantic courtship that may or may not have been consummated sexually)

“**Direct Supervisory Relationship**” shall be interpreted to include any situation where the supervisor effectively controls the terms and conditions of the relative’s employment, including promotion opportunities, rates of compensation, work assignments and evaluation of performance. The following types of relationships would violate the restriction against “direct supervision:”

- Department Chair and member of the instructional staff of the same department
- Member of instructional or research faculty and his or her teaching assistant
- Dean of a school or college and a chair of a department within the school
- Chancellor and vice chancellor

With respect to other types of relationships, an exercise of discretion may be necessary. Of critical importance is the principle that administrative guidelines and practices shall operate consistently.

## 3. REPORTING PROCEDURES

The Chancellor shall report annually to the Board of Trustees, at the regular meeting falling closest to the date of commencement, concerning all specific cases during the preceding year in which the terms of this policy were applied.

In all cases where an individual making applications for employment was denied employment because of the requirements of this policy, the circumstances shall be

reported including whether the employment would have resulted in one relative supervising another or an unrelated candidate having demonstrably superior qualifications.

In all cases where the concurrent employment of related persons was allowed, the justifying circumstances shall be reported including whether the supervisory relationship was not “direct” or there were no other candidates for the available position whose professional qualifications were demonstrably superior to those of the relative.

#### **4. POLICY DISSEMINATION**

This policy is available on the website, included in the Faculty Handbook, and available from Human Resources or Legal Counsel. University employees who have responsibility and authority with respect to personnel recommendations for covered employees shall have a copy of this policy.

#### **5. POLICY IMPLEMENTATION**

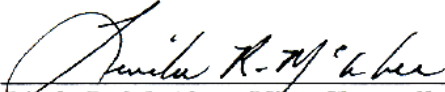
The effective implementation of this policy shall be insured by the use of appropriate personnel forms used in screening of applicants for appointment.

For candidates for initial employment, the personnel forms shall include an inquiry about whether the candidate is related to any incumbent employee within the institution or to any other candidate for concurrent employment at the institution.

In any situation where two or more related persons are to be employed within the same academic department (or other comparable subdivision of the university), the administrative official who has final employment approval authority shall obtain from the official recommending the employment a certification to the effect that no other candidate for the position in question possesses qualifications superior to those of the related candidate. This certification shall be forwarded the Human Resources for review and approval prior to any job offer being extended.

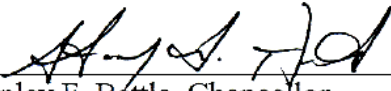
For candidates for promotion to a position having responsibility for supervision of other employees, the personnel form shall include an inquiry about whether the candidate is related to any incumbent employee within the institution or to any other candidate for concurrent employment at the institution. In any situation in which an individual related to another employee in the same academic department (or other comparable subdivision of the university) is being considered for promotion, the administrative official with authority to approve the promotion shall discuss the situation in advance with Human Resources and receive advance approval prior to making any promotional offer.

Approved:



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Linda R. McAbee, Vice Chancellor for Human Resources

Date: 1/10/08



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Stanley F. Battle, Chancellor

Date: 1/10/08