

520-0 **Policy**

The employment of near relatives, including domestic partners and those listed in APM - 520-4 (below), in the same department is permitted when such employment has been authorized in accordance with the following subsections. Such concurrent employment may arise under the following circumstances:

- a. Two employees already holding positions in the same department subsequently become near relatives.
- b. Simultaneous appointment of near relatives in the same department is recommended.
- c. Appointment of one who is the near relative of an individual already employed in the same department is recommended.

520-4 **Definition**

A near relative is defined as an appointee's child, parent, spouse, domestic partner, or sibling. In-laws or step relatives in the relationships listed, including relatives of the domestic partner who would be covered if the domestic partner were the appointee's spouse, are also so defined. This provision also covers other persons residing in the appointee's household.

520-10 **Standards**

In searching for qualified candidates for a new or vacant position in a department, those persons responsible for recruitment shall not disqualify a candidate by reason of near relationship to an appointee already in the department or by reason of near relationship when simultaneous appointment of near relatives in the same department is recommended. When the recommended appointment involves such near relationship, this fact shall be noted in the recommendation, and an analysis of the possible conflict of interest or other disadvantage in the situation shall be forwarded through normal channels with the recommendation in sufficient time to permit complete review of the case before the proposed effective date.

520-16 **Restriction**

A member of the University staff shall not participate in the processes of review and decision-making on any matter concerning appointment, promotion, salary, retention, or termination of a near relative.

520-24 **Authority**

Each Chancellor or Vice President is authorized to approve an appointment in which a near-relative relationship in a department is involved or when simultaneous appointment of near relatives in the same department is recommended if, after review of the cases, the appointments are considered to be justified and in the best interest of the University. Such review and approval by the Chancellor or Vice President is also required to authorize the continuance of the appointments of two members in the same department when a near-relative relationship is established between them.

RECRUITMENT
Employment of Near Relatives

APM - 520
APPENDIX A

Office of the President: Vice President—Academic Affairs

January 24, 1972

Chancellors

Gentlemen:

Re: **Section 113 of Administrative Manual —
Academic Policy on Employment of Near Relatives**

Because the matter may be of interest to others, I am providing all of you with my answer to a question raised by one of the campuses as to use of the term “department” in Section 113 of the Manual concerning the academic policy on employment of near relatives.

The provisions of Section 113 may be considered to apply not only to departments of instruction and research but also to such other administrative units as organized activities and organized research units. There is no thought that a Chancellor should take special interest in the employment of near relatives within the same College, for example, if the relatives are not in the same department of instruction and research, or in the same organized activity, or in the same organized research unit.

Sincerely,

Angus E. Taylor

cc: Vice President McCorkle
Administrative Officers,
Office of the President
Principal Officers of The Regents

Note: Section 113 has changed number to Academic Personnel Manual Section 520.