NEPOTISM

A. Purpose

The purpose of this policy is to provide awareness of the restrictions regarding nepotism and to ensure that personnel actions are in compliance with established University of Texas System Board of Regents' *Rules and Regulations* Rule 30106 - Nepotism and state statutes.

B. Persons Affected

This policy applies to all employees of the University including temporary and part-time employees such as work-study and direct-wage employees, as well as, teaching/research assistants. It also applies to individuals hired by the University as private contractors.

C. Policy

No employee of The University of Texas-Pan American may evaluate, approve, recommend, or otherwise act with regard to the appointment, reappointment, promotion, or salary of any person related to such employee.

D. Definitions

A person related to an employee means a:

- Person related by blood (consanguinity) as listed below:
  - First degree is the employee's father, mother, son, or daughter.
  - Second degree is the employee's brother, sister, grandfather, grandmother, grandson, or granddaughter.
  - Third degree is the employee's uncle or aunt (who is a brother or sister of the employee's parent), nephew or niece (who is a child of the employee's brother or sister), great grandfather, great grandmother, great grandson or great granddaughter.

  An adopted child is considered to be a child of the adoptive parent for purpose of this definition.

- Or a person related by marriage (affinity) as listed below:
  - First degree is the employee's spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepparent, or stepchild.
  - Second degree is the employee's brother-in-law (sister's spouse or spouse's brother), employee's sister-in-law (brother's spouse or spouse's sister), spouse's grandfather, spouse's grandmother, spouse's grandson, spouse's granddaughter, spouse of the employee's grandparent, or spouse of the employee's grandchild.

NEPOTISM

E. Responsibilities

It shall be the responsibility of all employees in a position to approve, recommend, or otherwise act with regard to evaluations, appointments, reappointments, salary, or promotion of other employees to comply with the provisions of this policy.

F. Procedures

1. Supervision. If the appointment, reappointment, or promotion of a person places him or her under an administrative supervisor related within the above specified degree, all subsequent actions with regard to the evaluation, reappointment, promotion, or salary shall be the responsibility of the next highest administrator to make a written review of the work performance of such employee at least annually and to submit each review for approval or disapproval by the University's Director of Human Resources in the case of classified employees or the President in the case of faculty or non-classified employees.

2. Promotion. If the appointment, reappointment, or promotion of a person places him or her in an administrative or supervisory position with responsibility to approve, recommend or otherwise act with regard to the reappointment, promotion, or salary of a person who is related to them within the above degree specified, all subsequent actions regarding the evaluation, reappointment, promotion, or salary of such person shall be made by the next highest administrator or supervisor.

3. Marriage. The provisions of subsection F. 1 of this Section shall apply to situations where two employees marry and one spouse is the supervisor of the other.

G. Review

The Divisional Head for this policy is the Vice President for Business Affairs and this policy shall be reviewed every five years or sooner if necessary by the following stakeholders:

1. Assistant Vice President for Business Affairs/Director of Human Resources – Senior Reviewer
2. Chief of Staff
3. Academic Affairs Executive Team
4. Faculty Senate Chair
5. Staff Senate Chair