

Appointment Procedures.

a. Adoption of Appointment Procedures. The University shall develop procedures for the appointment including acting appointment) of faculty, administrative, civil service, and other employees. The procedures shall contain such provisions as are necessary and appropriate and shall be:

(A) consistent with the Board's delegation of authority

(B) consistent with the Board's commitment to affirmative action and nondiscrimination in employment practices; and

(C) consistent with the Board's policy on participation in University governance. The procedures and any changes shall take effect when approved by the President.

b. Policy on the Avoidance of the Appearance of Nepotism by Employees. All employees who have control or influence over decisions involving the use of public resources or authority have the responsibility to exercise that control or influence in a manner which maintains public confidence in the integrity of institutional decision making processes. This responsibility includes the expectation that, in their exercise of this control or influence, employees will avoid creating the appearance of nepotism as well as other forms of conflict of interest. This expectation is generally best enforced through such normal processes of institutional shared governance and self regulation as the submission of the decision in question to open review by disinterested third parties or the withdrawal from the decision making process of those persons who may directly or indirectly influence the process for the benefit of close relatives.

In those situations where the decision maker is the President, or Vice President, the reality and perception of their influence and power is such that it would not be possible for them to avoid the appearance of a conflict of interest by merely submitting the decision to review or by withdrawing from the decision making process. In the absence of special circumstances which may be considered by the Board on a case by case basis, no person who is a close relative, or who is, regardless of relationship, a member of the same household of the President or Vice President shall be employed in any position which is under the administrative control of that officer who is their close relative or of whose household they are a member.

This policy shall not apply to employment decisions made before its adoption. The President shall be responsible for ensuring compliance with this policy. The President, shall develop a definition of the term "close relative" and "member of the same household."

Employment Relationships

The basic criteria for appointment and promotion of all University faculty and staff will be based upon appropriate qualifications, performance, and any bargaining unit qualifications and/or criteria. Relationship by family, marriage, or partnership will constitute neither an advantage nor a deterrent to employment in the University provided the individual meets and fulfills the

appropriate qualifications. When an employee's relative (blood or marital) is being considered for an open position, it is important that the hiring manager consider potential employment relationship issues in addition to job qualifications. Here are some things to consider:

- What is the reporting relationship between the current employee and the open position(s) for which the relative has applied?
- What is the relationship of the applicant to the employee?
- Is favoritism being shown?

To avoid potential conflict, the University employee should not be involved in decisions regarding a relative's hiring, salary, performance evaluation, and promotional opportunities. Rather, those decisions should be made by other members of management.

Managers and supervisors may not be involved in close personal relationships with another employee if they are able to influence or make decisions regarding his or her hiring, salary, performance evaluation, advancement opportunities or any other conditions of his or her employment. Please note that this goes beyond simply refraining from relationships with employees directly in the manager's chain of command.

If you find yourself in this situation, consult with HR for advice.

Handling decisions like these appropriately promotes a professional work environment and complies with University policies.