Request for Employment of Near Relatives

The following sample language may be used for requesting approval of employment of near relatives in the same department. The request for approval shall be sent from the Department Chair to your dean’s office, who will forward the approved request to Academic Personnel.

I am requesting approval for the employment of near relatives (insert the name and title of current relatives in the department.) The relationship is (describe the type of work relationship.).

I understand that approval for employment of near relatives in the same department is required prior to changing a work relationship, or within 10 days of learning of a change of familial relationship and is permitted when it is in the best interest of the University. The reasons for employment of near relatives and plan for management is as follows: (Provide information to support your request such as unique skills, organization structure, staffing and the working conditions that will or will not exist including direct or indirect supervisory relationship, same supervisor, or close working relationship, possible conflicts of interest and proposed way to eliminate them, third party reviews for evaluating performance, etc. and potential impact to the organization if the request is not approved. Also see samples below.)

Upon approval, I understand a copy of this letter will be placed in the department and in Academic Personnel for each near relative employee named in this request.

Sample language for documentation of academic appointees who are near relatives:

Example 1:

Professor X and Professor Y, near relatives, shall not participate in the processes of review and decision making on any matter concerning appointment, promotion, salary, retention, or termination of the other. Professor X and Professor Y have agreed to abstain from voting on any action of the other, and recuse themselves from participation in any action involving one another that would constitute or be perceived as a conflict of interest.

Example 2:

Dr. B is a Project Scientist in the lab of Professor A. In compliance with the University policy on near relatives, Professor A will not supervise Dr. B. Professor C, who is familiar with the research conducted in the lab, will supervise Dr. B and may solicit feedback regarding specific elements of Dr. B’s performance along with other information received. Professor C will also solicit comments from Professor A about Dr. B’s performance on the grant, and his/her views will be considered along with other feedback received. Professor C’s supervision will consist of providing general oversight for Dr. B’s work, including performance review and consideration of classification. Because Dr. B is an Academic Federation member, all reviews for merit or promotion will follow established and approved peer group review and voting group guidelines for the department. Professor A will recuse herself from voting on Dr. B’s actions.

Example 3:

Mr. B. is an SRA (or other staff title) in the lab of Professor A and Professor A would normally supervise Mr. B. Professor C, who is familiar with the research conducted in the lab, will supervise Mr. B. Supervision will consist of providing general oversight for Mr. B’s work including performance review and consideration of classification. For the annual performance review, Professor C will solicit
comments from peers in the lab, from any co-investigators of the research project, and from other individuals who can provide meaningful insights about Mr. B’s performance. Professor C will also solicit comments from Professor A about Mr. B’s performance on the grant, and her views will be considered along with other feedback received. Professor C will make the final decisions and ratings regarding the performance evaluations and any other resource allocations that might affect Mr. B, (such as performance bonus awards, reclassifications, etc.).

Each near relative and the department chair shall sign the letter before forwarding to the dean for approval.