THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources & Affirmative Action	**Number:**	201.23
		Revised:	06/16/05
SUBJECT:	Appointment of Relatives or Others with Close Personal or External Business Relationships; Procedures to Assure Equal Opportunity and to Avoid the Possibility Of Favoritism (Nepotism)	**Date Issued:**	
		Review Date:	6/16/09
		Attachment(s)	0
APPLIES TO:	All Regular and Temporary Faculty & Staff Members		
ISSUED BY:	Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs		

I. Policy

The basic criteria for appointment and promotion of all University staff shall be appropriate qualifications and performance. Relationship to another individual employed by the University shall constitute neither an advantage nor a deterrent to appointment by the University, provided the individual meets and fulfills the appropriate University appointment standards.

There shall be neither favoritism toward nor discrimination against any individual in appointment, promotion, wages, hours, or other conditions of employment based upon that individual's being a relative of or having a close personal relationship or external business relationship to another person employed by the University. (After this called relative for purposes of this SPG).

All supervisors are responsible for maintaining objectivity in their work relationships, and avoiding situations which raise the question of favoritism or discrimination prohibited by this SPG.

This policy does not apply to or supplant situations covered under the University's Sexual Harassment Policy - SPG 201.89, the Faculty-Student Relationships Policy – SPG 601.22 or the Employee-Student Relationships Policy – SPG 601.22-1.

II. Regulations

If an individual is to be assigned to a position that is under the supervision or control of a relative who has or may have a direct effect on the individual's progress or performance, special provisions for review by the head of the organizational unit (e.g. Dean or Director) must be established in writing and approved before the individual is appointed. Relatives shall not work for the same immediate supervisor, without prior written approval. For all regular and temporary faculty and staff, the approval of the administrative head of the organizational unit (e.g. Dean or Director) and that of the appropriate Human Resources Director are necessary.

Review and approval are also required when an individual already assigned to a position becomes a relative of a supervisor, subordinate, or someone who works for the same immediate supervisor.

All of the University's application forms for Regular or Temporary appointments will include a section requiring the applicant to list all relatives employed by the University and the departments in which they are employed. The same information is to be obtained from candidates for instructional and primary positions when they are offered positions.

III. Definitions

A. Relative: For the purpose of this policy, relative is defined as a staff member's spouse**,** or same sex domestic partner, daughter, son, parent, grandparent, brother, sister, grandchild, aunt, or uncle, niece or nephew (or the spouse of any of these) of either the staff member or the staff member's spouse, or any other related person who is part of the staff member's household.

This definition is not to be construed to exclude the possibility of questions of favoritism arising with regard to other relatives, or other close personal or external business relationships.

B. Favoritism: For the purpose of this policy, favoritism is defined as the basing of decisions regarding appointment, promotion, wages, hours, or other conditions of employment on relationship rather than on objective standards and the needs of the unit.

C. Nepotism: For the purpose of this policy, nepotism is defined as favoritism toward relatives.