

EMPLOYMENT OF NEAR RELATIVE

Policy

- The employment of near relatives in the same department is only permitted when such employment has been requested in writing and authorized in advanced by the Chancellor.

General Information

Near relatives include:

- An appointee's child (including the child of a domestic partner (same sex or opposite sex))
- Parent
- Spouse
- Domestic Partner
- Sibling
- In-Laws (brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law)
- Step relatives in the same relationship

Concurrent employment may arise under the following circumstances:

- two employees already holding positions in the same department subsequently become near relatives
- simultaneous appointment of near relatives in the same department
- appointment of one who is the near relative of an individual already employed in the same department

Faculty shall not participate in the processes of review and decision-making on any matter concerning appointment, merit increase, promotion, salary, retention, or termination of a near relative.

Faculty shall not participate in any processes that affect the welfare of a near relative in terms of resource allocation. This also includes faculty who have near relatives in staff positions.

Request for Near Relative appointment concerning academic employees (example – a near relative request for an Assistant Professor and Assistant Researcher), require Dean's support, direct letter to the Luskin analyst.

Request for Near Relative appointment concerning an academic employee and a staff employee (example – a near relative request for an Associate Professor and Staff Research Associate), direct letter to Debra Dralle.

Please refer to [APM 520](#) and [The CALL – Appendix 21](#) for policy on employment of near relative.

Submitting the Action (for appointment concerning academic employees):

Please submit the following to the College AP Office:

- ☐ Letter from the Chair, addressed to the Vice Chancellor for Academic Personnel. Please add "I support this request" with the appropriate Dean's name for his/her concurrence. {See sample letter below}

Routing and Approval

Academic Appointments

The Luskin analyst will review the letter and then forward it to the Dean for signature concurrence. The Vice Chancellor has final approval authority.

Academic and Staff appointments

Direct letter to Debra Dralle, she will obtain Dean's signature concurrence and then forward the request to CHR for approval, currently the Director is Lynne Thompson.

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Sample Letter

<Date>

Vice Chancellor <name of the current VC>
Academic Personnel

Re: Appointment of Near Relatives Professor Joe Bruin and Peggy Bruin

I write to request an exception of University policy, APM 520, for the appointment of near relatives in the Department of <insert name>. Professor Joe Bruin is the parent of Peggy Bruin. Professor Bruin is a ladder faculty member. Peggy Bruin will hold an Assistant Research appointment : from July 1, XXXX, through December 31, XXXX and will report to Professor Peter Supervisor. Professor Bruin and Dr. Bruin shall not participate in the processes of review and decision making on any personnel matters regarding each other, including issues of appointment, promotion, salary, retention, termination, or processes that affect welfare in terms of resource allocation.

Sincerely,

<Name of Chair>
<Name of Department>

I support this request.

<Name of Dean>
Dean of <Division>