I. POLICY PURPOSE:

To ensure that no preferential treatment will be afforded to individuals based on relationships that may place undue or inappropriate influence on terms and conditions of employment.

II. POLICY STATEMENT

It is the policy of the University of Michigan School of Dentistry (UMSD) not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status. Standards for new hires, promotions, and reappointments, are based on experience, qualifications for the position and performance. Relationship to another individual employed by the School shall not constitute a bar to hiring, promotion or reappointment; provided that no employee shall be under the direct supervision or in the line of authority of a related person.

III. SCOPE:

This Policy applies to all faculty and staff.

IV. DEFINITIONS:

Relative/related: For the purpose of this policy, relative is defined as a staff member’s spouse, 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 person who is part of the staff member’s household.
Nepotism

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.

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.

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

V. POLICY STANDARDS

The employment of related individuals in the same department or unit is discouraged by University policy. All possibilities of employment in other areas of the university should be pursued first. If none are available, then the Director of Human Resources, in conjunction with the Director or Chair of the hiring department, will evaluate such a request when the related individual possesses unique skills required to fill the position and/or skills that cannot be easily obtained in order to meet the needs of the unit, department or project.

The following guidelines shall apply where two related individuals, as defined by the School of Dentistry’s Office of the Dean and Human Resources Office Nepotism Policy, will be or are currently employed in the same department or unit:

Hiring and Supervision
1. The employee shall possess unique skills required to fill the position and/or skills that cannot be easily obtained to meet the needs of a particular project.
2. The related employees shall not be under the direct or indirect supervision or control of one another.
3. The employee shall report to a supervisor at a higher level than the related individual who is able to supervise and evaluate the employee’s day to day responsibilities. For example, in the area of Contracts and Grants, if the related individual is a principal investigator, the employee will report to a chair, dean/designee or center director.
4. The related employee’s supervisor shall make all decisions regarding salary, performance evaluations, promotions, university travel and time-off.
5. Joint university travel between the related individuals shall not be permitted unless it is critical for the completion of an assignment. The travel authorization must clearly state that joint travel is being undertaken and criticality must be justified.
6. The related employee’s supervisor shall make decisions regarding expenditure of funds including, without limitation, the purchase of capital equipment, directed at the other related individual.
7. Questions or concerns about the related individuals working in the same department shall be referred to the Associate Dean for Faculty Affairs (for faculty) or the Director of Human Resources (for staff).
Nepotism

Faculty and Student:
A faculty member who is related to a student is responsible for informing the department chair and Assistant Dean of Student Services so that, when applicable, the student may be reassigned to another faculty member for didactic or clinical instruction.

Monitoring:
The HR Director and Sr. Associate Dean will conduct annual administrative/organizational meetings with each department chair and manager to review compliance with the Nepotism Policy as part of the annual performance review process.

VI. REFERENCES/RESOURCES

University of Michigan Standard Practice Guide 201.23: Appointment of Relatives or Others with Close or External business Relationships: http://spg.umich.edu/policy/201.23