



## Texas Christian University Policy

**Policy Number:** 2.050

**Subject:** Nepotism

**Effective Date:** April 16, 2002

**Revised:**

### **I. Applicability**

This policy applies to all persons employed by TCU. It applies to faculty, staff, and any students employed by TCU, and it applies regardless of whether the individual is employed full-time, part-time, temporary, on an occasional, contract, or other basis.

### **II. Policy Statement**

TCU is committed to maintaining an educational work place consistent with TCU's Mission, Vision and Values. TCU desires for its employment, financial audit and/or academic decisions to be free from nepotism and the appearance of a conflict of interest or favoritism often associated with nepotism.

TCU desires to employ qualified persons; employment of relatives or persons in the same household is permitted at TCU, even in the same unit or department, to the extent it does not directly or indirectly conflict with this policy or another policy of the University.

**Definitions** - For purposes of this policy only, the term "relative" includes all of the following: spouse, mother, father, step-parent, mother-in-law, father-in-law, grandparent, grandchild, sister, brother, sister-in-law, brother-in-law, aunt, uncle, nephew, niece, first cousin, and natural, adopted and step-children.

For purposes of this policy only, the term "in the same household" includes individuals regularly residing together, including roommates.

For purposes of this policy only, the term "employment decision" includes any decision, evaluation or recommendation regarding hiring, job assignment, appointment, transfer, promotion, tenure, compensation, performance appraisal, discipline, discharge, or other term or condition of employment.

For purposes of this policy only, the term "academic decision" includes any decision, evaluation or recommendation concerning academic performance, grades, discipline, candidacy, salary or appointment.

A TCU employee may not make, or hold a position in which the employee would reasonably be expected to make an employment decision, academic decision, or audit/investigatory decision concerning the employee's relative, a person in the same household as the employee, or concerning a person with whom the employee has a romantic or amorous relationship.

However, TCU may allow exception as follows:

1. Where a violation of this policy occurs or – for example, in the case of some anticipated job changes or marriages – is expected to occur, both parties involved must immediately make the facts known to the appropriate Vice Chancellor or Chancellor. The parties must promptly propose one or more plans to eliminate or mitigate the actual appearance of conflict of interest. For example, a proposed plan might suggest reassigning specific supervisory duties presenting an actual appearance of a conflict of interest. Direct reports present unique difficulties and a proposed plan is unlikely to be approved.
2. A Vice Chancellor who becomes aware of an actual or potential violation of this policy, or proposed plan to address the situation, should communicate with and submit a recommendation to the Chancellor.
3. The Chancellor may approve at his/her discretion, lawful exceptions to this policy which are in the best interest of TCU.
4. In the event an exception is granted by the Chancellor, conduct in violation of the terms and conditions of the exception violates this policy.
5. If an exception is granted by the Chancellor, and the circumstances giving rise to the exception change, the Vice Chancellor shall notify and make recommendations to the Chancellor, who will take appropriate action he/she deems to be in the best interest of TCU.

### **III. Specific Areas Covered by the Policy**

A violation of this policy may result in reassignment, transfer, or discipline up to and including discharge; in appropriate circumstances, TCU may consider employees' hire date in preventing or resolving situations, which would violate this policy.