Scope

All Indiana University employees, including faculty and academic employees; student academic appointees; and staff and temporary employees.

Any hiring using Indiana University funds.

Other unpaid arrangements such as internships where the appearance of nepotism is possible.
Policy Statement

Employment situations that constitute nepotism are prohibited. Nepotism is the supervision or influence over an employee by another University employee with whom they have a familial or personal relationship, as defined in this policy. Influence in the employment situation may concern issues such as hiring, promotion, supervision, evaluation, determination of salary, or working conditions.

Employees with familial or personal relationships should not be appointed or transferred to a position that creates a potential situation of nepotism, without an approved management plan to avoid instances of supervision or influence. Potential nepotism situations must be reported prior to appointment or transfer, according to the procedures below.

Situations of nepotism that arise in existing employee situations due to a change in relationship, must be reported promptly and addressed by an approved management plan.

Existing situations of nepotism must be reported and addressed unless a management plan approved by the University Compliance Office is already in place. Other management plans in existence prior to the effective date of this policy should be provided to the University Compliance Office for review.

Persons who have a familial relationship with a member of the Board of Trustees of Indiana University should not be recommended for employment.

Reason For Policy

Members of the University community must take care to ensure that personal and familial relationships between employees do not result in conflicts of interest or perceptions of bias or undue influence or negatively affect the work environment.

Procedure

Whenever a person recommending, or considering the acceptance of, an appointment to a staff, faculty, or other position has reason to believe that a familial or personal relationship as described in this policy exists or may exist in the potential employment situation, they must report the facts to the relevant academic dean (faculty) or unit director (staff) so that a determination may be made prior to the actual appointment.

When a prohibited instance of nepotism is created during the course of existing employment, the employees and/or supervisor must promptly notify the relevant dean or director. Currently existing situations of nepotism must be reported in a timely manner.

In all situations, the dean/director must inform the University Compliance Office for assistance in developing an approved nepotism management plan. The University Compliance Office will consult with the Office of the Vice President and General Counsel, as well as with the campus offices of human resources and/or academic affairs, as appropriate.

Management plans must be reviewed and signed by the involved parties, the relevant dean/director, the campus Vice Chancellor/Provost of Academic Affairs (if faculty or academic employees are involved), and the campus HR director (if staff are involved). Final copies of all approved management plans must be forwarded to the University Compliance Office which will retain copies.

The University Compliance Office, in cooperation with the relevant unit, will review all approved management plans should be reviewed periodically for effectiveness, but no less than every three years, or as conditions change. Any changes to approved management plans should be forwarded to the University Compliance Officer. Instances of nepotism as well as the existence of approved management plans to avoid nepotism must be reported on the University’s annual conflict of interest forms, as revised in 2016.
Definitions

Nepotism: The supervision or influence over an employee by another University employee with whom they have a familial or personal relationship. Influence in the employment situation may concern issues such as hiring, promotion, supervision, evaluation, determination of salary, or working conditions.


Personal Relationship: A romantic/intimate relationship.

Note: The above list of relationships is not to be considered an exhaustive list; other close, personal relationships between two individuals could be considered on a case-by-case basis to be subject to this policy.

Indiana University funds: Funding from any sources including sponsored funds or donations that are held or disbursed through Indiana University accounts.

Approved Management Plan: A plan approved by University Compliance Office to mitigate effects of nepotism. Such plan must reviewed and signed by the involved parties, the relevant dean/director, the campus Vice Chancellor/Provost of Academic Affairs (if faculty or academic employees are involved), and the campus HR director (if staff are involved). Final copies of all management plans must be forwarded to the University Compliance Office which will retain copies.

Sanctions

Disclosure of instances of nepotism is required so that an approved management plan may be put in place. The intentional disregard of this policy by managers, supervisors, and employees will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary actions up to and including termination from the university.

Additional Contacts

Office of the Vice President and General Counsel
812-855-9739

Campus Vice Chancellors for Academic Affairs

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This policy was established in 2016 to combine and revise two previous policies: Nepotism and Academic Appointments (ACA-41); and Employment of Relatives, Students and Minors (HR).