

## Procedure for Applying for a Nepotism Exception December, 2010

Purdue University Executive Memorandum No. C-37 defines the university's policy against working relationships involving nepotism and the procedures to be used to seek approval for exceptions. Section 3 states that:

Whenever a department head proposes, as an exception to the University policy, to employ a person, or to continue the employment of a person, in a position where he or she is or would be under the administrative supervision of anyone to whom he or she is related in any manner specified in paragraph 1, such supervisor shall prepare a written request for approval of each appointment or continuation. This request shall be submitted to his or her immediate supervisor for review and recommendation, through each higher supervisory level, to the President of the University for appropriate action. Exceptions will only be permitted where there are unique circumstances and there is an advantage to the University. Alternative procedures for setting salaries, determining promotions, etc., will be required.

If the preferred candidate for employment would create an employment relationship involving nepotism, and **prior to placing making an offer of employment**, the following procedure should be followed:

The department chair should prepare a memo to the school dean requesting his/her recommendation for the exception. The preferred candidate's resume should be attached, and the following points should be covered:

Explain the recruitment and selection process used to select the preferred candidate. Include a detailed explanation of the way in which the candidate is the best qualified applicant for the position.

Explain the personal versus working relationship, in detail, of the candidate to the current employee.

Explain the proposed solution, which must address supervision and salary determination, and the period of appointment.

If the dean concurs with the department chair, he/she should sign the recommended line of the chair's memo and/or attach a cover letter of recommendation to the Vice Chancellor for Academic Affairs requesting his/her approval. The proposal should be sent to the Office of Faculty Records for review by the VCAA.

If the proposal is acceptable, then a cover letter of recommendation will be prepared by the VCAA, attaching all submitted documentation, and sent to the Chancellor. The Chancellor in turn will forward his/her recommendation to the Vice President for Institutional Equity at Purdue West Lafayette, requesting his/her approval.

If the exception involves a Dean or Vice Chancellor, or the Chancellor, the Chancellor's recommendation will instead be sent to the Provost. If the Provost approves the proposal, it will be sent to the President for approval.

A copy of the final approval will be returned to the school dean for inclusion with payroll documents.

Questions regarding this procedure should be directed to the Office of Academic Affairs.