Rice University Policy No. 419

NEPOTISM

I. General Policy

This policy applies to all Rice University Faculty and Staff.

Rice University seeks to foster an environment where people are treated with respect and trust. Employment of family members may be problematic because such situations can create a conflict of interest, an appearance of favoritism, and increased potential for a hostile work environment. Because of these concerns, the University is sensitive to circumstances in which relatives of employees might be hired, transferred, or promoted to positions where one relative might have influence over any of the following: a relative's employment, performance review, salary administration, promotion, or other employment-related decisions. Further, employment of relatives in the same department is generally discouraged.

If a relationship develops during the course of employment that would violate this policy, the University will work with the individuals involved to resolve the situation. In all cases, the needs of the University determine the resolution. The responsible supervisor should take measures in consultation with the appropriate dean/vice president and the director of Human Resources. If an approved employment relationship exists where individuals work together in the same department, evaluation and recommendations concerning performance and/or salary will be accomplished at the next higher level of supervision.

The University requires full disclosure of any relationship as defined below to Human Resources at the time of employment or at any time that it occurs in the course of employment. Relationships covered by this policy include: spouse, spousal equivalents, parents, grandparents, brothers, sisters, children, grandchildren, aunts, uncles, nephews, nieces, and relatives by marriage (in-laws).

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: Vice President for Administration
Key Office: Human Resources

See also:
Employment
Promotion and Transfer

Policy History
Clerical Change: January 24, 2018
Supersedes:
No. 419-93, 5/01/93
No. 414-93, 1/01/93