

College of Natural and Health Sciences Policy on Supervisory Conflicts of Interest

The Board Policy Manual, section 1-1-504, provides the following statement on nepotism:

“It shall be deemed to be a conflict of interest for an employee to serve in a supervisory capacity over a relative or dependent. For the purposes of this policy “relative” shall be deemed to be any person within the 5th degree of consanguinity and “dependent” shall be defined in the Internal Revenue Code.”

In addition to the two cases described in the University’s nepotism policy, other situations offer the possibility for a supervisory conflict of interest, such as a current or former amorous romantic/sexual relationship, intense personal friendship, or significant business relationship between an employee and a person with whom he or she has a direct evaluative relationship (see Board Policy Manual 1-1-503 on Amorous Relationships). In order for the College to avoid violations of the nepotism policy and other supervisory conflicts of interest, the following policy is established:

A college employee who is in a supervisory role (hereafter, the Supervisor) and who finds himself or herself in a situation that presents a clear or potential supervisory conflict of interest shall, in a timely fashion, make the situation known to the individual to whom she or he directly reports (hereafter, the College Officer, normally a School Director or Dean of the College). The situation will be assessed by the College Officer to determine whether or not a supervisory conflict of interest exists. If a real or potential conflict of interest is determined to exist, a written plan shall be developed by the College Officer in consultation with the affected parties. The plan shall specify the manner in which the supervisory conflict of interest will be addressed. All such plans must provide a resolution such that the Supervisor does not participate in decisions relating to the other party’s employment status and work conditions, to include hiring, retention, termination, evaluation, and compensation. Possible resolutions include recusal of the Supervisor from decision-making affecting the other party and/or designation of another individual within the unit or the College for purposes of decision-making.