

**Nepotism**  
**BU-PP 032**

**Policy:**

Baylor University's policy regarding the employment and affiliations of relatives will be administered as noted below.

**Topics:**

Supervisory Relationships  
Employment in the Same Department  
Degree of Relationship

**Related policies:**

None

**Additional information:**

Addendum A – Sample Memo

**Contact:**

Human Resources at 254.710.2000 or [askHR@baylor.edu](mailto:askHR@baylor.edu)

**Employment Relationships -**

No employee may supervise or be supervised (either directly or indirectly) by another person related to them by blood or marriage, as described in group 1 below, without the written approval of the University President or his/her designee. This written approval should come in the form of a memo from the Dean or Vice President from the school/college/division to the President asking for approval. Even in the event of approval from the President, employment decisions related to merit, promotion, and evaluation should be completed by another individual in the department and not by the person to whom they are related. The employment of a relative described in group 2, when a supervisory relationship exists, is discouraged but not prohibited; in such cases, written approval must be obtained from the appropriate division vice president. Close relatives, as defined in groups 1 and 2 below, may work in the same department if no direct or indirect supervisory relationship is involved.

This policy applies to employees who have supervisory oversight of independent contractors and/or auxiliary employees.

**Degree of Relationship —**

<b>Group 1 –</b> requires President approval	<b>Group 2 –</b> requires Dean or Divisional Vice President approval
parent(s) of the employee and/or spouse	grandparent(s) of the employee and/or spouse
sibling(s) of the employee and/or spouse	uncle/aunt of the employee and/or spouse
spouse	nephew/niece of the employee and/or spouse
child(ren) and their spouse of the employee and/or spouse	cousin of the employee and/or spouse
grandchild(ren) of the employee and/or spouse	

**BU-PP 032 Addendum A**

*Sample Nepotism Memo*

To: Linda A. Livingstone, President  
From: Dean or Division Vice President  
CC: Chief of Staff for President  
Date: Date  
Re: Nepotism Relationship in the Division – Request for Exception to the Policy

---

Dear Dr. Livingstone,

Please consider this request to allow an exception to the Nepotism Policy BU-PP 032. Below are the details of the arrangement.

Name and title of Supervisor:

Name and title of Supervisee:

Relationship between Supervisor and Supervisee:

{Below please list the steps that will be taken in order to alleviate any concerns regarding daily supervision, annual performance evaluations, salary change recommendations (including merit), approving time off requests, the tenure review or promotion process (if applicable), and any other relevant information or details.}

- Who will oversee daily supervision of work, including planning of goals and tasks? Best practice is to ensure that at least one other person within the chain of command has insight into these items.
- Who will be responsible for preparing and completing the Annual Performance Evaluation? Best practice is to have the next level supervisor complete the evaluation and, subsequently, the HR Consultant for the division or college review the document.
- Who will be responsible for recommending the annual merit increase, reviewing promotional opportunities, considering other salary or market adjustments, etc.? Best practice is to have the next level supervisor oversee these items and, subsequently, the HR Consultant for the division or college review the request.
- Who will be responsible for approving time cards (if applicable) and time off requests (if applicable)? Best practice is to have the next level supervisor approve these as needed.
- If faculty, who will be involved in the tenure review process or promotion process (for non-tenure track faculty)? Best practice is to have the next level supervisor review these items in partnership with the Provost Office.

Thank you for your consideration of this request.

Sincerely,

(Insert Name)

(Insert Title)

Approval Signature Below:

X

---

Linda A. Livingstone Ph.D.  
President (or designee)

*A copy of this memo will be kept in the employee HR file.*