

## **Information**

Nepotism

## **Effective**

May 1 1992

## **Number**

PER 2 11

## **Applicability**

This policy applies to University Administrators Faculty and Staff

## **Administrative Authority**

University of Louisville Board of Trustees Vice President for Risk Audit and Compliance

## **Responsible Unit**

Conflict of Interest and Commitment Office

2301 S Third St

Phone: 502-852-7612

Email: [coi@louisville.edu](mailto:coi@louisville.edu)

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## **History**

Approved by the University of Louisville Board of Trustees on September 15, 2017 to be effective November 1, 2017.

Revision Date(s): March 8, 2016; September 15, 2017; May 8, 2020 (minor edits); September 23, 2020 (minor edits); June 4, 2024; May 12, 2026

Reviewed Date(s): September 15, 2017

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## **Categories**

## **Statement:**

The basic criteria for appointment and promotion of all university employees shall be appropriate qualifications and performance. Relationship to another university

employee by family, marriage, or domestic partnership shall constitute neither an advantage nor a deterrent to any individual in appointment, promotion, transfer, compensation, hours, or other conditions of employment, provided the individual meets and fulfills the appropriate university appointment requirements and standards.

An employee of the university may not participate in any employment actions (see definitions) or enter into a personal services contract with a family member (see definitions).

In addition, no employee may serve as the immediate supervisor for, or be in the chain of command of, a family member. Furthermore, no employee shall have the same immediate supervisor as a member of their family.

Requests to manage relationships of family members that fall within the scope of this policy must be submitted in writing, in the form of a Nepotism Management Plan, to the university's Conflict of Interest and Commitment Office at [coi@louisville.edu](mailto:coi@louisville.edu). Nepotism Management Plans will be reviewed for approval by the VP for Risk, Audit, and Compliance.

## **Related Information:**

[Conflict of Interest and Commitment](#)

## **Reasoning:**

The university has a responsibility to ensure that all activities are reflective of our Mission to educate and serve our community through teaching, research and service. Supervision of a family member or maintaining the authority to render employment actions affecting a family member create an inherent conflict of interest, or at a minimum give the appearance of a conflict of interest. The purpose of this policy is to instill confidence that the university is a place of excellence and inclusiveness, unencumbered by potential conflicts of interest that could reasonably be considered to affect the sound judgment of employees.

## **Definitions:**

- **Family member:** Spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent; grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding step-relatives; or corresponding

relatives of the employee's partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis to the employee as a child.

- **Employment Action:** Hire, promote, reclassify, manage/supervise, direct, evaluate, make salary recommendations, assign work or resources, approve leave requests, travel or expenses, give any benefit, or terminate employment.
- **Nepotism:** Favoritism in employment actions, granted through authority or influence by someone in a position of power, toward family members or others for whom the employee has a familial relationship.

## **Responsibilities:**

All supervisors are responsible for maintaining objectivity in their work relationships and avoiding situations which raise the question of nepotism or discrimination prohibited by this policy.

The VP for Risk, Audit, and Compliance, or designee is responsible for approving the Nepotism Management Plan.