

## Roger Williams University and Roger Williams University School of Law

### Nepotism Policy

**Purpose:** To reaffirm the University's commitment to equal opportunity in all matters relating to employment throughout the organization.

**Scope:** All employees

**Policy:** The University is committed to equal employment opportunities and will not discriminate in favor of an individual, in the hiring process, for promotions, or for increases in wages on the basis of a family relationship. For the purpose of this policy, "relative" means a connection between persons by blood, marriage, adoption, domestic partnership, or co-habitation. To avoid even the appearance of impropriety the following shall apply:

1. In the appointment of faculty and staff members, Roger Williams University seeks those persons best qualified.
2. Relatives may be appointed to faculty and staff positions when it has been clearly established that they are the best qualified candidate.
3. Vice Presidents, deans and directors may not have a relative hired to fill a regular full time position without the expressed written permission of the President.
4. No dean, faculty member, director or administrative officer shall vote, make recommendations, or in any way participate in the decision of or seek to influence any matter which may directly or indirectly affect the appointment, tenure, promotion, or other employment status of a relative.
5. One relative may not report directly to another relative.
6. Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines.
7. If a situation occurs that is in direct conflict with this policy and is not otherwise resolved, the supervisor having control over both relatives shall take prompt measures to rectify the circumstances and alert the Office of Human Resources immediately.
8. Notwithstanding the above, a part-time, work study or other student employee may not be employed within a Division in which a relative of such student employee is employed on a full-time basis unless the appropriate Divisional Head (normally a Provost, Executive or Senior Vice President or Divisional Vice President) has specifically approved such employment in advance of the beginning of the student's employment. If a student is a relative of a Divisional Head and such student seeks employment within that Division, advance approval shall be sought from the President of the University. Approval by a Divisional Head or President, as the case may be, shall be in writing and shall be for a period not to exceed one calendar year. A copy of the approval shall be filed with the Department of Human Resources.