UTA Office of Talent, Culture, and Engagement

TCE-F26
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Nepotism Rule Management Plan

Overview and Instructions

UTA Policy HR-E-PO-05 Appointment of Relatives (Nepotism Rule) indicates:

No employee of The University of Texas at Arlington may approve, recommend, or otherwise act with regard to the appointment, reappointment, promotion, or salary of any person related to such employee within the second degree by affinity or within the third degree by consanguinity, regardless of the source of funds for the payment of salary. This provision also includes individuals hired as private contractors.

This Nepotism Management Plan (Plan) is required when seeking an exception to the Nepotism Rule. If an individual is to be assigned to a position that is under the supervision or control of a related employee who has or may have a direct or indirect effect on the individual's progress or performance, or an individual is to be assigned to a position with the same immediate supervisor as a related employee, a management plan must be submitted by the head of the department (e.g., Director/Chair) to the applicable Dean or Vice President and the Vice President of the Office of Talent, Culture, and Engagement (TCE).

Individuals Involved

Employee 1 Name _____

Title _____ Department _____

Employee 2 Name _____

Title _____ Department _____

Nature of Family or Household Relationship

▶ *Select all that apply.*

- ☐ Spouse
- ☐ Domestic partner
- ☐ Mother
- ☐ Father
- ☐ Sister
- ☐ Brother
- ☐ Stepchild
- ☐ Legal ward
- ☐ Corresponding step relative (e.g., stepmother, stepsister)
- ☐ Child (biological, adopted, foster)
- ☐ Grandparent
- ☐ Grandchild
- ☐ Aunt
- ☐ Uncle
- ☐ Cousin
- ☐ Niece
- ☐ Nephew
- ☐ Other _____
- ☐ Corresponding relative to partner (e.g., partner's mother, partner's cousin)
- ☐ Other person the employee is legally responsible for
- ☐ Mother-in-law
- ☐ Father-in-law
- ☐ Sister-in-law
- ☐ Brother-in-law
- ☐ Daughter-in-law
- ☐ Son-in-law
- ☐ Grandparent-in-law
- ☐ Grandchild-in-law

Nature of Employment Relationship

☐ Direct reporting relationship

☐ Assigned to the same department

☐ Different departments but same unit/chain of command

☐ Other _____

Management Plan

1. Describe a plan as to how to prevent any form of favoritism or the appearance of favoritism on all appointments, promotions, salary and other conditions of employment that will be directly managed and approved. Also explain how this will avoid a conflict of interest.

2. Describe the approval and review process for expenditures and travel which will eliminate any potential appearance of nepotism, conflict of interest, or conflict of commitment.

3. Describe how the benefit to the University in granting the waiver outweighs the potential harm the conflict of interest poses.

Employee Acknowledgement

I accept and agree to the terms of this Management Plan.

Employee 1

Name _____ Signature _____ Date _____

Employee 2

Name _____ Signature _____ Date _____

Approvals

Director or Chair

Name _____ Signature _____ Date _____

Vice President or Dean

Name _____ Signature _____ Date _____

▶ *NOTE: Faculty Plans will be forwarded by Academic HR to the VP of TCE and Provost for additional approval. A final, approved copy of the Plan will be given to the department and TCE (askHR@uta.edu).*

Vice President of the Office of Talent, Culture, and Engagement

▶ *VP of TCE approval is required for both staff and faculty Plans.*

Name _____ Signature _____ Date _____

Provost

▶ *Provost approval is required for faculty Plans.*

Name _____ Signature _____ Date _____

Instructions

- Staff: Email the form to TCE at askHR@uta.edu for VP of TCE signature.
- Current faculty: Email the form to AHR@uta.edu for processing.
- New faculty: Upload the form into the Hiring Proposal for processing.