**IF NO CHANGES HAVE OCCURRED, SIGN AND DATE ONLY**

**Nepotism Compliance Disclosure Form**

This form must be completed in accordance with the Wayne State University policy on Nepotism. You must confirm that no reporting relationship exists between you and any relative or significant other that may be employed by the University.

Please list the names of any relative(s) or significant other currently employed by Wayne State University and indicate whether a reporting relationship exists (in either direction) between you and the documented individual(s). If a reporting relationship exists, the Dean and his/her designee will define an alternate reporting relationship for the affected individuals.

Please check as appropriate:

I have relatives or a significant other currently employed by Wayne State University

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Relative/Significant Other** | **Department** | **Relationship** | **Professional Reporting Relationship Exists** |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |

No, I do not have relatives or a significant other currently employed by Wayne State University.

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I acknowledge the information I have provided is accurate to the best of my knowledge. In the event of a change to the situation indicated above, it is my responsibility to notify the Vice Dean of Faculty Affairs and Professional Development immediately to modify reporting arrangements.

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Faculty Member Name *(Please print)*

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Faculty Member Signature Date

**Attachment to Letter Documenting Compliance with WSU Policies on Nepotism**

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| **WAYNE STATE UNIVERSITY STATUTES** | |
| 2.50.02 | Family Employment |
| 2.50.02.010 | New appointments to the University and assignments within the University shall be made with full effort to obtain the best qualified person for each position and, therefore, only after a thorough canvass of available personnel. Blood or marital relationship to other employees of the University shall not be regarded as a deterrent to appointment, reassignment, or continuance in present position, except that close relatives may not be employed where one is in a position of influence relative to the other. |
| 2.50.02.020 | This policy applies to all employees of the University but will not be interpreted to abrogate contracts already made, either term or continuing. |
|  | Legislative History: Adopted 6-0; Official Proceedings 5:775 (10 August 1960) |

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| **ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL** | |
| 3.0.3 Family Employment  (Ref.: Board of Governors Statute 2.50.02) | |
| **DEFINITION(S)** | |
| Position of Influence | An employee is considered to be in a position of influence if the person recommends the appointment or promotion, supervises the work or certifies the salary of another person.  The term "Position of Influence" is not limited to the upper levels of University administration but includes all levels of administration where these functions, or any one or more of them, in fact are performed. For example, a supervisor is an administrative superior with reference to those he/she recommends or supervises. |
| Immediate Family | Immediate Family includes spouse, children, parents, brothers and sisters, step-children, step-parents, grand-children, grand-parents, and all of the above in-law. |
| **POLICY** | |
|  | Blood or marital relationship to other employees of the University is not regarded as a deterrent to appointment, reassignment or continuance in present position, except that members of the immediate family may not be employed where one is in a position of influence relative to the other.  This policy applies to all employees of the University but is not interpreted to abrogate contracts already made, either term or continuing. |

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| **PERSONNEL MANUAL FOR NON-REPRESENTED EMPLOYEES ON NEPOTISM (EMPLOYMENT OF RELATIVES)** | |
| Article 3.9 | Blood or marital relationships with other University staff members are not regarded as a deterrent to appointment, reassignment or continuance in present position. Close relatives may not be employed where one is in a position of influence over another.  Close relatives include husband or wife, parent or child, son-in-law daughter-in-law, brothers or sisters. A position of influence exists in instances where selection for employment, judgments concerning performance, compensation, status, fitness for promotion or discipline/discharge, require the action of one person with respect to the other. |