

# Providence College Nepotism Policy

## Applies to Faculty, Staff and Student Employees

**Introduction:** Providence College’s standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary and terminating employees are based on qualifications for the position, ability and performance. The College’s standards for academic decisions such as admissions and academic success and progress in the classroom are based upon individual achievement and performance. The College attempts to avoid favoritism, the appearance of favoritism and conflicts of interest in employment and academic decisions and reserves the right to take action when relationships or associations of employees impact the College’s mission, its policies and procedures, and its short- and long-term operations. It is against College policy for an employee to supervise a family or household member or to work in positions that have an audit or control function over a family or household member.

**Purpose:** The purpose of the policy is to avoid favoritism, the potential for favoritism, conflicts in loyalty, discrimination, the appearance of impropriety or conflict of interest, a hostile or uncomfortable work or academic environment or the potential for hostile or uncomfortable work or academic environment.

**Policy:** No College employee shall: (i) participate in decisions directly involving the terms and conditions of employment of a family or household member, or advocate, participate in, solicit or cause the employment, appointment, promotion, transfer or discipline of a family or household member<sup>1</sup>; or, (ii) participate in any institutional academic decisions of a family or household member. This policy shall not be applicable to relationships at the College prior to the effective date of this policy, or a subsequent revision, but is applicable, prospectively, to existing relationships with regard to promotion, transfer, discipline, or institutional academic decisions of a family or household member.

### Definitions

1. “Institutional academic decisions” means the full spectrum of academic actions, including, decisions regarding admission to the College, teaching, grading, academic progress and discipline, the award of grants, fellowships or other forms of recognition, and any other institutional decision that affects a student’s academic standing or performance.
2. “Employment” means any appointment to the faculty or staff as a temporary, incidental, adjunct, student or regular employee.
3. “Employee” means the College’s faculty, staff and student employees, including

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<sup>1</sup> It is not a policy violation for a spouse, in accordance with the provisions of the Faculty Handbook, Appendix S (Spousal Dual-Career Hire Procedures), Sections 1.3 and 2.3, to request their spouse be considered for hire.

graduate assistants.

4. “Family member” means:(a) a spouse, parent, child, or sibling;(b) a sibling, as denoted by the prefix “half”;(c) a parent, child, or sibling, as denoted by the prefix “step”;(d) a foster child;(e) a nephew, niece, uncle or aunt;(f) any parent or child of a preceding or subsequent generation, as denoted by the prefix of “grand” or “great”; or, (g) parent, child or sibling related by marriage as denoted by the suffix of “in-law.”

5. “Household member” means a person having legal residence in or living in the employee’s place of residence (e.g. the same house or apartment) or with whom the employee is in a dating or romantic relationship.

6. “Terms and conditions of employment” includes, but is not limited to, appointments, retention, promotions, salaries/wages, fringe benefits, and supervision/discipline of an employee.

Any exceptions to this Policy as it relates to employment decisions can only be made by the President of the College or his designee. Any exceptions to this Policy as it relates to institutional academic decisions can only be made by the Provost and Senior Vice President for Academic Affairs or his/her designee.

EFFECTIVE: February 2004

REVISED: October 2024 (effective January 30, 2025)