

BAGLEY COLLEGE OF ENGINEERING OPERATING POLICY AND PROCEDURE
EOP 32
Nepotism Policy

PURPOSE

The purpose of this Engineering Operating Policy and Procedure (EOP) is to promulgate the procedures to be used in the Bagley College of Engineering to comply with AOP 10-05 on non-employment nepotism issues.

REVIEW

This EOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Bagley College of Engineering Administrative Council with recommendation for revision presented to the Dean.

POLICY/PROCEDURE

Cases involving nepotism in the classroom and in other non-employment situations are to be avoided if at all possible. In situations where avoidance is not possible, the following procedures are to be used.

Class Instruction:

If at all possible, nepotism is to be avoided in instructor/student cases. If alternative sections of the class involved exist then students should always take the section so as to avoid the conflict. In cases where this is not possible or doing so will delay academic progress of the student, the department must assign another faculty member to serve in an oversight capacity. This oversight will include but is not limited to: evaluating grades on assignments for consistency with other students and evaluating final grade assignments. The faculty member with oversight responsibilities should be at or above the rank of the instructor for the class in question. The department head can (but is not required to) be the one providing oversight. If there is a disagreement or any perception of favoritism then the department head (or dean if the department head is one of the people involved) will have the final authority on assignment of the grade. When such a situation occurs, the dean's office must be notified in writing of the situation including identification of the person providing oversight.

Other Non-Employment Situations:

Conflicts of interests should also be avoided in other non-employment situations including but not limited to selection of scholarship recipients, selection of award recipients, and completion of evaluations. Conflicts of interest should be avoided in the committees that have the responsibilities for these selections. If such a conflict does occur, the person with the conflict must recuse themselves from all discussion and voting on the case involving the conflict.

APPROVED:

Kirk Schulz
Dean of Engineering

August 18, 2005
Date

REVISED:

Sarah A. Rajala
Dean of Engineering

July 13, 2010
Date

REVISED:

Jason M. Keith
Dean of Engineering

April 11, 2017
Date