



MEDICAL SCHOOL POLICY

Nepotism Agreements

Senior Leader: Medical School Dean

Responsible University Officer: Associate Dean for Faculty Affairs, Medical School

Policy Owner: Associate Dean for Faculty Affairs, Medical School

Policy Contact: Office of Faculty Affairs (OFA), ms-ofa@umn.edu or (612) 624-5442

POLICY STATEMENT

The Medical School follows and complies with University of Minnesota administrative policies. Specifically, faculty, staff, and learners are expected to comply with the following:

- [Board of Regents Policy: *Nepotism and Personal Relationships*](#)
- [Administrative Policy: Managing Nepotism and Personal Relationships](#)

Disclosure Requirements

Employees must disclose any familial or personal relationships with other employees or applicants that could create a conflict of interest. Disclosures should be made to the department's Human Resources professional.

Management of Conflicts

When a potential conflict of interest is identified, the Human Resources Managers will work with the relevant parties to manage the conflict. This may include reassigning supervisory responsibilities or making other adjustments to ensure impartiality.

REASON FOR POLICY

The Medical School is committed to promoting a culture of ethical conduct, compliance and reporting. This policy applies to faculty, staff, and learners, to ensure fairness and transparency in hiring, promotion, and other employment practices and decisions. The intent of this policy is to prevent conflicts of interest arising from familial and personal relationships within the Medical School.

PROCEDURES

- [Office of Institutional Compliance Procedure: Responding to Nepotism Situations](#)
-

FORMS/INSTRUCTIONS

- [Template Management Plan \(docx\)](#)

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

- [Office of Institutional Compliance: FAQ: Managing Nepotism and Personal Relationships](#)

Examples of Nepotism Situations

- when an employee directly supervises an individual with whom the employee has a personal relationship;
- when an instructor grades the work of an individual with whom the instructor has a personal relationship;
- when an employee makes or influences a hiring decision for an individual with whom the employee has a personal relationship;
- when a faculty member votes on the promotion or tenure of an individual with whom the faculty member has a personal relationship;
- when an employee favors an individual with whom the employee has a personal relationship by prioritizing, funding, or allocating resources to the individual's work areas or assignments;
- when colleagues in a romantic relationship engage in repeated public displays of affection toward one another, or engage in conflict related to their romantic relationship with one another, in the workplace and this conduct has a substantial negative impact on the educational or work environment for other University members.

CONTACTS

Primary Contacts	Email
Medical School Director of Human Resources	medadminhr@umn.edu
Associate Dean for Faculty Affairs	ms-ofa@umn.edu

DEFINITIONS

Nepotism

Nepotism is a prohibited conflict of interest that occurs when:

- a University member directly influences the University employment (e.g., hiring, promotion, supervision, evaluation, and determination of salary) or academic progress

- (e.g., grading and advising) of a University member with whom they have a personal relationship (e.g., a relative, romantic or business partner, or close personal friend); or
- a personal relationship between University members has a negative impact on the University educational or work environment.

Personal Relationship

A personal relationship includes the following: marital or other committed relationship; significant familial relationship, including relationships by blood, adoption, marriage, or domestic partnership; a family member including a partner, parent, grandparent, child, sibling, first cousin, uncle, aunt, nephew, niece, spouse, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, step-parent or step-child; consensual sexual or romantic relationship; a close personal friendship; or a significant business relationship.

RESPONSIBILITIES

Employees

Must disclose any potential conflicts of interest and comply with this policy.

Supervisors and Managers

Must ensure compliance with this policy within their teams and report any potential conflicts to Human Resources.

Human Resources Managers for Each Department

Human Resources Managers for each department are responsible for managing disclosures and conflicts of interest, providing guidance on this policy, implementing the nepotism agreement, and submitting executed agreements to the Office of Faculty Affairs.

Office of Faculty Affairs

The Office of Faculty Affairs collects and retains executed nepotism agreements in the Medical School. The Office of Faculty Affairs addresses and facilitates faculty nepotism conflicts.

HISTORY

Approved and Enacted by the Medical School:

November 2024