Allegany College of Maryland

NEPOTISM AND PERSONAL RELATIONSHIPS

Adopted date 01/01/2023
Approved by Board of Trustees Date 12/2022
Implementation Date 01/01/2023
Type of Policy - Operational

BACKGROUND AND PURPOSE

Allegany College of Maryland is committed to employment and academic practices that are fair, equitable and free from actual, potential, and perceived conflicts arising out of personal relationships.

POLICY

I. SCOPE OF THE POLICY

This policy applies to all faculty and staff, including temporary employees, contractual employees, student employees and part-time faculty.

II. POLICY STATEMENT

This policy is established to permit relatives or individuals in a personal relationship to be employed by the College or enroll in classes offered by the College while promoting fairness and preventing conflicts of interest that may be caused by nepotism or personal relationships.

III. DEFINITIONS

A. Nepotism is favoritism or the appearance of favoritism in the workplace or educational environment based on kinship, which ordinarily consists of making employment, educational or other decisions that include relatives or those with a personal relationship.

B. Relative is one connected to another by blood, adoption, or marriage, including but not limited to a spouse; child or stepchild; parent, stepparent, or spouse's parent; sibling, stepbrother, stepsister, or spouse's sibling; grandparent, step-grandparent, or spouse's grandparent; grandchild, step-grandchild, or spouse's grandchild; aunt or uncle or spouse's aunt or uncle; or niece or nephew or spouse's niece or nephew.

C. Personal Relationship means living in the same household, having an intimate relationship, or any other relationship that would give rise to a substantial appearance of impropriety or lack of reasonable objectiveness. For purposes of this definition, intimate relationship means an interpersonal relationship that involves emotional or physical intimacy, including but not limited to romantic or passionate attachment or sexual activity.

D. Supervisor-Subordinate Relationship is a relationship in which an employee reports to another employee or otherwise participates directly in making personnel decisions regarding another employee.

E. Faculty-Student Relationship is a relationship in which a student receives academic instruction from a faculty member or in which the faculty member participates in decisions affecting a student's academic record.

IV. SUPERVISOR-SUBORDINATE RELATIONSHIPS

A. This policy does not prohibit the College from employing relatives. Relatives are permitted to work at the College so long as there is no Supervisor – Subordinate

Relationship between the individuals and all employment decisions and conditions of employment are made by others.

B. The College prohibits an employee from having a Supervisor-Subordinate Relationship with a Relative or individual with whom the employee has a Personal Relationship.

C. An employee may not make, participate in, or attempt to influence employment or other business decisions involving an employee who is a Relative or is an individual with whom the employee has a Personal Relationship, including but not limited to decisions regarding hiring, promoting, supervising, disciplining, evaluating, compensating, directing work, setting work hours, or setting other conditions of employment, such as approval of expenditure of College funds or use of College resources.

D. No Relatives or those in a Personal Relationship in a Supervisor-Subordinate Relationship of a vacant position are eligible to apply for or be hired for the position.

V. FACULTY-STUDENT RELATIONSHIPS

A. No faculty member shall provide academic instruction leading to assessment of any Relative or an individual with whom the faculty has a Personal Relationship, unless approved by the Senior Vice President of Instructional and Student Affairs.

B. A faculty member may not evaluate student academic work, make changes to a student's academic record or participate in or attempt to influence decisions involving a student who is a Relative or is an individual with whom the faculty member has a Personal Relationship, including but not limited to grading, evaluating student work, awarding credits or a credential, graduating or participating in other activities in which a student is engaged at the College.

C. The College prohibits a faculty member from having an intimate relationship with a student who is under the age of eighteen (18), regardless of whether there is a Faculty-Student Relationship.

D. The College discourages a faculty member from having an intimate relationship with an adult student, even if there is not a Faculty-Student Relationship.

VI. REPORTING

A. Any employee who is transferred to a position in which a Supervisor-Subordinate Relationship exists with a Relative or an individual with whom the employee has a Personal Relationship must report the relationship to the Executive Director of Human Resources.

B. If a Personal Relationship develops between employees who are in a Supervisor-Subordinate Relationship, the employees must report the relationship to the Executive Director of Human Resources.

C. Any faculty or student who becomes aware that a student is enrolled in a course in which the student has a Faculty-Student Relationship with a faculty member who is a Relative or with whom the student has a Personal Relationship must report the relationship to the Academic Dean in which the faculty member is assigned as soon as practical, but in no event later than ten (10) business days from the class start date.

D. If a Personal Relationship develops between a faculty member and an adult student during the course, the faculty member must report the relationship to the Academic Dean in which the faculty member is assigned as soon as practical.

E. Upon receipt of a report, the Executive Director of Human Resources or the Academic Dean in which the faculty member is assigned will resolve the situation by either eliminating the nepotism situation through reassignment of position or academic enrollment, or effectively mitigate the nepotism situation.

F. Failure to report may result in disciplinary action, up to and including termination or dismissal from the College, in accordance with Policy 03.07.009 and 03.07.010.

VII. ADMINISTRATION

The Human Resources Office is responsible for implementation, administration, and oversight of this policy for employment. The Instructional Affairs office is responsible for oversight of this policy for academic matters.

VIII. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.