

Nepotism Policy

Lourdes University is committed to maintaining a culture that places significant value on learning, reverence, and service. In the interest of preserving the integrity of our University environment, conflicts of interest should be avoided. Conflicts of interest can occur when an employee is responsible for direct oversight, professionally and/or academically, over a close relative.

This Nepotism Policy is designed to specifically address the potential for and the appearance of nepotism in the classroom. If a situation involving the appearance of or potential for nepotism is discovered elsewhere within the University environment, it shall be handled on a case-by-case basis.

“Nepotism” is defined as favoritism shown on the basis of kinship; and, under this policy, “close relatives” includes, but is not limited to, the employee’s spouse, siblings, parents, children, nieces/nephews, or grandchildren on either side, as well as children of employee’s spouse.

Academic Matters

Conflicts of interest in the classroom can occur when an instructor is teaching a course in which a close relative is enrolled. When such conflicts arise, instructors shall request that the relevant student take an alternate section of the course when available to avoid the conflict. In instances where this is not possible because:

- It is clearly demonstrable that there is no other section or course selection that will meet the student’s academic needs; or
- Doing so will delay academic progress of the student, the instructor must immediately notify the department chairperson, who shall submit to the Provost documentation of the conflict of interest, along with a plan for evaluating and grading the student’s coursework that is completely separated from the involvement of the relevant instructor.

When the instructor involved is the department chairperson, s/he must immediately notify the Provost and develop a plan for evaluating and grading the student’s coursework that is completely separated from the involvement of the department chairperson.

Approval must be obtained from the Provost before the course begins.

Instructors must resolve any doubt or question regarding whether a student is a close relative under this policy with the department chairperson or Provost.

Violations

Employees who are found to have violated this policy are subject to disciplinary action up to and including termination of employment.

Policy Administration

The Office of the Provost is responsible for the administration of this policy.