

PROCEDURE LIT.1.04.04 NEPOTISM

SCOPE: Faculty and Staff

Nepotism is broadly defined as granting position or advantage in the workplace (i.e., job appointment, promotion, pay increase, etc.) to one's relatives. The purpose of this policy is to comply with Government Code, Chapter 573 and in situations not covered by Government Code, Chapter 573 but as defined further below in order to avoid favoritism, the appearance of or likelihood of favoritism, conflicts of interest, and other forms of unfair treatment often associated with nepotism in the workplace.

1. Individuals are related by consanguinity if one is a descendant of the other, or if they share a common ancestor. An adopted child is considered to be the child of an adoptive parent for this purpose.
2. Individuals are related to each other by affinity if they are married to each other, or the spouse of one of the individuals is related by consanguinity to the other individual. (See table further below.)

In accordance with Government Code, Chapter 573, no person related to any member of the Board of Regents within the second degree of affinity or within the third degree by consanguinity shall be eligible for appointment to any office, position, employment, or duty with Lamar Institute of Technology (LIT), when the salary, fee, or compensation of such appointee is to be paid, either directly or indirectly, out of public funds of any kind.

While not prohibited by Government Code, Chapter 573, LIT must undergo special personnel review and action before employing (or reassigning) any individual related within the second degree of affinity or the third degree of consanguinity to another employee* if:

1. Such employment (or reassignment) causes one to have a direct supervisory relationship over the other; or
2. Such employment (or reassignment) causes one to have authority over the salary or other employment terms of the other, whether directly or indirectly.

* The term "employee" shall refer to those shared service employees to whom the above criteria apply, even though they may be employed by separate TSUS Components.

In instances when either of the situations above occur, the related parties shall complete the *Nepotism Disclosure* form, inclusive of delineating a management plan to satisfy any relevant policy concerns, which shall be approved and signed by the department's Vice President and then submitted to the President(s) for signature before the employment relationship begins. In such instances when it is determined that appropriate allowances cannot be made to adequately relieve the policy concerns of Nepotism, employment/reassignment shall be denied. All situations covered by usage and administration of a Nepotism Disclosure form shall be reported annually through the President's Report to the Board.

The table below is to be used to determine degrees of relationship.

Consanguinity (Blood)			Affinity (Marriage)**		
First Degree	Second Degree	Third Degree	First Degree	Second Degree	Third Degree
Parent	Grandparent	Great Grandparent	Spouse	Grandparent	Great Grandparent
Child	Grandchild	Great Grandchild	Parent	Grandchild	Great Grandchild
	Sibling	Uncle or Aunt	Child	Sibling	Uncle or Aunt
		Nephew or Niece			Nephew or Niece

** The ending of a marriage by divorce or the death of a spouse ends relationships by affinity.

Related Policies: LIT.1.04

Relevant Forms/Documents: Nepotism Disclosure Form

Relevant TSUS Policies/Forms/Documents: TSUS Rules and Regulations, Chapter 5, 2.2
Appointment of Relatives (Nepotism Rule)

Relevant Statutes: Texas Government Code, Chapter 573

Relevant SACSOC Standards:

Document History:

Adopted:

Reviewed:

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