



TITLE: Nepotism  
DATE ADOPTED: February 27, 2019  
EFFECTIVE DATE: February 27, 2019  
SUPERSEDES: April 26, 2011

---

**PURPOSE AND APPLICATION:**

The purpose of this policy is to establish standards governing, among other things, the hiring, promotion, termination, salary, performance evaluations, or other decisions concerning the employment of a member of any College employee's family or household.

**ANTI-NEPOTISM:**

Rowan College at Burlington County prohibits the hiring and/or supervision of a family/household member (defined herein as including parents, children, siblings, spouse, spouses of siblings, children of siblings, domestic partners and any member of the employee's household) by another, including those cases where one employee may be in the line of supervision of a relative at a divisional or executive level. It is the responsibility of both supervisors and applicants to report the names of any relatives in departments or divisions to which the candidate has applied. Such reporting is to be made directly to the Senior Vice President of Administration and Operations.

College policy permits the employment of more than one member of a family/household (including, parents, children, siblings, spouse, spouses of siblings, children of siblings, domestic partners and any member of the employee's household), whether or not the persons concerned are in the same academic or administrative departments. However, the College reserves the right to reassign family/household members working in the same department whenever there is a potential for a conflict of interest. In all cases, the hiring decision is to be based on the individual's qualifications and the position's requirements.

Employees are prohibited from participating in, or influencing in any way, the hiring, promotion, termination, salary, performance evaluations or vital decisions concerning the employment of a member of his/her family or household. In addition, no employee may participate in any search committee activity wherein the job candidate is known (e.g., neighbor, friend, social acquaintance) or related to the employee.



Employees are required to notify their supervisor and the Senior Vice President of Administration and Operations of any circumstances where there could be a potential violation of this policy.

Note: Any employee who makes an improper offer of employment or a significant change in the conditions of employment in violation of this policy assumes full responsibility for any penalties, liabilities and expenses incurred by the College which may arise out of that action, up to and including termination of their employment.

It is the responsibility of each individual in the College community to be sensitive to the conflicts which may arise under this policy and to comply with its requirements.

---

President

Date:

---

Chairman

Date: