

Use for Faculty/Chair or MPP reporting relationship

MEMORANDUM

DATE: [date]

TO: ~~Rudy J. Sanchez~~ James M. Schmidtke  
~~Interim~~ Associate Vice President  
Office of Faculty Affairs

FROM: [Appropriate Administrator]

SUBJECT: Nepotism Agreement  
(RE: APM 303)

In order to comply with the CSU system-wide policy prohibiting nepotism, I am filing with your office the following agreement for [name] and [name] in the [name of department, unit, or program].

[name] and [name] have agreed that [name of person in supervisory or evaluator role] will refrain from participating in all personnel decision-making related to [name]. Further, [name] and [name] have agreed to report to me any potential conflict of interest or set of circumstances within their unit which might be interpreted as potential favoritism between them. In order to facilitate these personnel matters, the role of [department chair, peer review committee chair, etc.] has been delegated to [name-in the case of Department Chair] [other qualified faculty-in the case of peer evaluation committees].

This agreement will remain in effect as long as [name] and [name] are members of the same unit on this campus.

c: Personnel Action File of [name]  
Personnel Action File of [name]  
[name of substitute supervisor-if applicable]

Use for Faculty/Faculty in same department. No reporting relationship

MEMORANDUM

DATE: [date]

TO:

James M. Schmidtke

Rudy J. Sanchez

~~Interim~~ Associate Vice President  
Office of Faculty Affairs

FROM: [Appropriate Administrator]

SUBJECT: Nepotism Agreement  
(RE: APM 303)

In order to comply with the CSU system-wide policy prohibiting nepotism, I am filing with your office the following agreement for [name] and [name] in the [name of department, unit, or program].

[name] and [name] have agreed that they will refrain from voting, recommending, or in any way participating in any personnel decision-making related each other.

Further, [name] and [name] have agreed to report to me any potential conflict of interest or set of circumstances within their unit which might be interpreted as potential favoritism between them.

This agreement will remain in effect as long as [name] and [name] are employed on this campus.

c: Personnel Action File of [name]  
Personnel Action File of [name]

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