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**Nepotism Review Form**

**This form is to be used in conjunction with JMU** [**Policy 1301 – Nepotism and Employment of Family Members**](https://www.jmu.edu/jmu-policy/policies/1301.shtml)**, which prohibits an individual from serving in a position wherein they function as the immediate supervisor or reviewer of an individual related by family or marriage. This policy pertains to both applicants and current employees of JMU. Human Resources must be made aware of nepotism situations and approve the department’s plans for resolving the conflict.**

**If an applicant has disclosed a relationship by family or marriage to an employee at the university or individual serving on the Board of Visitors (BOV), complete Section 1 below. The required signatures and approvals must be obtained before an offer of employment can be made to the applicant.**

**If a marriage event occurs where a current employee now becomes the immediate supervisor or reviewer of a family member, or if the current employee now reports to a family member because of a marriage event, complete Section 2 below.**

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| **Section 1: Nepotism Resulting from New Hire** |
| **Hiring Supervisor**      | **Contact Phone**      |
| **Position # and working title being recruited**       | **Name of candidate being considered**      |
| **Name(s) of current JMU employee(s) and their department and division and relationship to the candidate:***Example: Jane Smith, Human Resources, Administration and Finance, Sister*      |
| **Describe how the current employee may be connected organizationally to the candidate. Provide justification for why the candidate should be offered the position):**      |

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| **Section 2: Nepotism Resulting from Marriage** |
| **Name of employee**      | **Name of current supervisor**      |
| **What is the nepotism relationship?**      | **How will the nepotism conflict be resolved?**      |

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| **Section 3: HR Consultant Review** |
| **HR Consultant Comments:**      |
| **HR Consultant Signature** | **Date** | **Nepotism Approved:**[ ]  **Yes**  [ ]  **No** |

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| **Section 4: Signatures** |
| **Supervisor Signature** | **Date** |
| **Dean or AVP Signature** | **Date** |
| **VP Signature (*signature required when individual is related to the Dean or AVP*)** | **Date** |
| **President Signature (*signature required when individual is related to the VP*)** | **Date** |