FIU FLORIDA INTERNATIONAL UNIVERSITY

# Nepotism Disclosure Form

It is the policy of Florida International University not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status. Standards for new hires, promotions, and reappointments, are based on experience, qualifications for the position and performance. Relationship to another individual employed by the University shall not constitute a bar to hiring, promotion or reappointment; provided that no employee shall be under the direct supervision or in the line of authority of a related person. (Line of authority is defined as authority extending vertically through one or more organizational levels of supervision or management.) The university retains the right to refuse to appoint a person to a position in the same department, division or facility, wherein his/her relationship to another employee has the potential for creating adverse impact on supervision, safety, security, morale, or involves a potential conflict or interest.

**Please check the appropriate box(es):** ☐**New Hire** ☐**Current Employee Disclosure of Relationship** ☐**Sponsored Project**

Name: _____ Name of Related Person: _____

Title: _____ Title: _____

Department: _____ Department: _____

Position #: _____ Position #: _____

Supervisor: _____ Supervisor: _____

Relationship: _____

I certify that this employment action is in the best interest of the University.

_____ _____

Requesting Dean/Administrative Head (Print Name) Signature

**FOR SPONSORED PROJECT ONLY**

Principal Investigator: _____ Phone: _____ Email: _____

Dept./Center: _____ College: _____

Proposal Name: _____

Name of Sponsor: _____

Principal Investigator Certification

I certify that the information provided above is accurate and that the related person will not be involved in the project unless and until Division of Research approval on this form is received. If any conditions are imposed for such approval, I shall ensure that those conditions are followed.

_____

Principal Investigator Signature Date

1. Will this employment action result in a subordinate-supervisor relationship? ☐**Yes** ☐**No**
2. Will the employees work in the same office location? ☐**Yes** ☐**No**
3. Will either employee have authority over the other that will affect the terms and conditions of employment (i.e. assignments, evaluation, compensation, promotions, leave, disciplinary actions and terminations)? ☐**Yes** ☐**No**

**COMPLETE QUESTIONS 4 and 5 only if the disclosure is related to a sponsored project:**

4. Please describe the work the related person will do on the sponsored project and why the related person is the appropriate person to perform such work. Also, explain who will be supervising the related person on the project and how the supervision will be managed.

5. Will the involvement of the related person result in a potential conflict of interest on the sponsored project? ☐**Yes** ☐**No**
   If yes, the Conflict of Interest in Research Policy #2370.005 must also be followed before the related person may work on the project.

**FOR SPONSORED PROJECTS ONLY: DIVISION OF RESEARCH REVIEW**

☐**Approved** ☐**Denied** ☐**Approved with the attached conditions**

_____

Vice President for Research Date

**TO BE COMPLETED BY DIVISION OF HUMAN RESOURCES**

☐**Approved** ☐**Denied**

_____

Vice President for Human Resources Date

**Please submit completed form to Division of Human Resources, PC 224. Once finalized by the Division of Human Resources and Division of Research, as necessary, a copy of the form will be sent to both related persons' Dean/Administrative Head; and if research is involved, to the Division of Research.**