

## Managing Faculty Family Relationships

### Policy

Managing Faculty Family Relationships is important to the fair and transparent application of hiring, promotion, termination, salary setting, and performance evaluation of faculty. The employment of more than one member of a family, whether or not the persons concerned are in the same academic or administrative department is permissible provided that the most qualified candidates are selected and a management plan is in place to prevent abuse, pressure, and prejudice among colleagues.

### Purpose

The purpose of this policy is to

- require disclosure of a family relationship if applicable under this policy
- define family relationships among faculty that require a management plan upon hiring

### Implementation

Senior leadership, Department chairs, business administrators, and faculty members share responsibility for implementing this policy consistent with its terms.

### Procedure

#### Definition of family members

For the purposes of this policy, family members are defined as parents, siblings, spouse, long-term partners, and children.

#### Disclosure

Faculty are not permitted to participate or influence in any way the hiring, promotion, termination, salary setting, evaluation of performance, or making vital decisions concerning the employment of family members. A faculty member may not directly supervise any family member. In order to prevent potential conflicts of interest, related parties must disclose their relationship to the Senior Vice Dean for Academic Affairs and the Vice Dean for Professional Services.

#### Recruitment and Hiring

Faculty are welcome to refer relatives who are interested in faculty positions to the appropriate search representative/committee.

Hiring decisions are based on each applicant's qualifications. To be considered an applicant for a specific posted position, all interested person(s) must submit an on-line application in Workday. All University and Penn Medicine policies and procedures governing hiring practices must be followed. Family members shall not participate or interfere with the search or hiring process. Any concerns related to the search and hiring process shall be directed to the Office of Academic Affairs.

## Management

A faculty member may not directly supervise or have administrative responsibility for any family member in the same department, or division if the department is large.

Under rare circumstances, a family member under consideration for a faculty position who is related to a faculty member employed by the Department (or division in large departments) may be employed if all of the following conditions are met:

- there is a compelling reason
- written approval has been obtained from the Senior Vice Dean for Academic Affairs, the Vice Dean for Professional Services, and/or the Executive Vice Dean/CSO, as appropriate
- a management plan is in place that
  - references the nature of the relationship
  - includes an affirmation that neither party will supervise or have administrative responsibility or oversight for the other
  - establishes that neither party will have any role in evaluating or making recommendations or decisions regarding appointment, promotion, compensation, or scheduling for the other party (and, to the greatest extent practicable, a party will not have any administrative authority with respect to a family member's peers)
  - ensures that disclosures are made to the department's faculty and trainees

Failure to comply with the above terms of a management plan may constitute grounds for revocation of administrative positions or the imposition of a sanction under University policy

Management plans will be reviewed by the Vice Dean for Academic Affairs regularly to ensure compliance.

## Reporting

Faculty members who have concerns regarding compliance with this policy should contact either the Senior Vice Dean for Academic Affairs or the Vice Dean for Professional Services.

## Additional Policies

UPHS GME has issues a policy on family members of faculty as house officers: [University of Pennsylvania Medical Center \(upenn.edu\)](#)

The University of Pennsylvania's Employment of Members of the Same Family Policy is available here: [Employment of Members of The Same Family \(upenn.edu\)](#)