May 11, 2009

Vice Provost, Undergraduate Education

Re: Authority to Appoint Near Relatives

Per Academic Personnel Policy 520 and Staff Policy 21.G, the Chancellor has the authority to approve the appointment of near relatives who are in the same department or have a close working relationship with one another.

With this letter, I hereby re-delegate this authority to you in your respective area of authority and fund sources. This authority is effective immediately and may not be further re-delegated. The only exception to this authority is in regard to appointments involving your own near relatives, which still require my approval. This delegation of authority supersedes any previous delegations on the subject.

Per policy, a near relative is defined as a spouse, parent, child or sibling or any step-relative or in-law in these relationships. Please note that when two employees who are in the same department (or who work closely with one another) become near relatives, your approval is also required for them to continue in that same working relationship. This policy specifically applies to the following three situations:

1. When an employee is in a supervisory relationship with a near relative;
2. When an employee has the same immediate supervisor as a near relative; or
3. When an employee has a close working relationship with a near relative.

Additional information on policy and procedures governing the employment of near relatives is available on the following web pages:

Academic Personnel Manual, Employment of Near Relatives
http://www.ucop.edu/acadadv/acadpers/apm/apm-520.pdf

Personnel Policies for Staff Members, Appointment
http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp21.html

Timothy P. White
Chancellor

cc: Assistant Vice Chancellor, Human Resources – Marilyn Voce
    CFAO – Undergraduate Education – Jo Ann Javier