

September 26, 2011

Executive Vice Chancellor & Provost
Vice Provosts
Vice Chancellors
Deans
Associate Vice Chancellor – Computing & Communications

Delegation of Authority: Appointment of Near Relatives

Per University of California (UC) [Academic Personnel Policy 520](#) and [Staff Personnel Policy 21](#), the Chancellor has the authority to approve the appointment of near relatives who are in the same department when such employment would be in the best interests of the University. Refer to [Academic Personal Policy 520-4](#) for the specific definition of a near relative to determine the situations which fall under this delegation of authority.

Other near relative situations which require specific higher level approval include:

- When two employees who are in the same department subsequently become near relatives, higher level approval is required to authorize the continuance of their appointments.
- When two employees who are near relatives, are not in the same department, but will have a close working relationship, higher level approval is required.

With this letter, I hereby re-delegate to you the authority to approve near relative situations in your respective areas of authority. The only exception to this authority is in regard to appointments involving your own relatives, which will require my approval. This delegation of authority is effective immediately, supersedes any previous delegations on the subject (e.g., [CHA0037](#) and [CHA0054](#)), and may not be further re-delegated.

For further information on our campus procedure for a near relative appointment in a staff position, please see [UCR Local Procedure SPP-21](#). For further information on a near relative appointment in an academic position, please contact the Office of Academic Personnel.



Timothy P. White
Chancellor

cc: Marilyn Voce, Associate Vice Chancellor-Human Resources
UCR Delegations of Authority Coordinator, Tim Willette