

**DIVISION BUSINESS SERVICES**

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Agriculture, Life &  
Veterinary Sciences &  
Cooperative Extension

**MEMORANDUM**

**Date:** October 9<sup>th</sup>, 2018

**To:** Executive Council, Unit Heads, Cabinet, CEDs, Experiment Station Leaders, FC Chair

**From:** Heather Roberts-Wrenn, Assistant Director, Organizational Effectiveness

**Re:** Bi-annual Nepotism Review Complete

A handwritten signature in black ink that reads "Heather Roberts-Wrenn".

Our fall bi-annual nepotism review is complete and all findings have been resolved and documented. This memo is to inform you that Division Business Services does review for nepotism should any applicable situation arise in your unit.

The University of Arizona has a [policy on Nepotism](#) stating that:

*Persons related to each other may be employed at a university, except that no employee of a university may employ, direct the employment, promote, or direct the promotion, supervise the work, evaluate the performance, or influence the compensation of any person related to the employee within the third degree, or work for, arrange, suggest or be a party to the employment, or promotion of any person in consideration of the appointment or promotion of a person related to the employee within the degree provided by this section.*

The division conducts a bi-annual review to ensure that no person has supervisory, time approval, or 2<sup>nd</sup> level supervisory responsibilities or authority over a person they are related to. Only when the supervisor or 2<sup>nd</sup> level supervisor recuses their authority in all manner over their relation can there be an exception to this situation, and such recusals must be formally documented, sincerely implemented, and on file with the department.