MEMORANDUM

DATE: [date]

TO: Associate Vice President

 Academic Personnel Service

FROM: [Appropriate Administrator]

SUBJECT: Nepotism Agreement

 (RE: APM 303)

In order to comply with the CSU system-wide policy prohibiting nepotism, I am filing with your office the following agreement for [name] and [name] in the [name of department, unit, or program].

[name] and [name] have agreed that [name of person in supervisory role] will refrain from participating in all personnel decision-making related to [name]. Further, [name] and [name] have agreed to report to me any potential conflict of interest or set of circumstances within their unit which might be interpreted as potential favoritism between them. In order to facilitate these personnel matters, the role of [department chair, peer review committee chair, etc.] has been delegated to [name].

This agreement will remain in effect as long as [name] and [name] are members of the same unit on this campus.

CC: Personnel Action File of [name]

 Personnel Action File of [name]

 [name of substitute supervisor]