Related Persons Questionnaire

Based on ECU’s Employment of Related Persons policies, the University is required to evaluate situations in which two (2) or more individuals who are involved in a familial or amorous relationship may concurrently work at the University.

In order to assist in the evaluation of the situation, please answer the following questions regarding the proposed work arrangements:

1. Please provide the names and relationship of the related persons.

2. Will both individuals be employed within the same division? If yes, please provide information regarding the departments in which each individual will be working.

3. Will either related person supervise the other?

4. Will either related person participate in the evaluation of the other? This would include, but may not be limited to, performance evaluations, recommendations for appointment reappointment, conferral of tenure and/or promotion, and/or 360 evaluations.

5. Will either related person make decisions regarding personnel matters affecting the other related person?

6. Will either related person make decisions regarding financial resources affecting the other individual?

7. Will either individual be involved in research at the University? If yes, will the related persons be involved in the same research or participate in decisions related to either person’s research?

8. Will there be any opportunities where both individuals would be asked to work together as part of a committee or group? If yes, please provide details concerning this proposed work.

9. Are either related person a contractor with or vendor to ECU or the State of North Carolina? If yes, please explain:

This is a continuing obligation with a need to notify Human Resources immediately if/when circumstances described herein change.