



Policy Chapter: Chapter 4 Administration

Policy Number and Title: 04.027 Ethics

I. Policy Statement

The University of North Texas is committed to a culture of integrity and ethical behavior. It is of the highest importance that the people of the State of Texas have complete confidence in the integrity of their public servants. This need is especially critical in the area of state-supported higher education. The responsibility for educating and training the future leaders of the state and nation carries with it the duty to adhere to the highest ethical standards and principles. In accordance with [5 Tex. Govt. Code § 572.051\(c\)](#), UNT has adopted this written ethics policy to enable its officers and employees to perform their duties and responsibilities in accordance with the highest ethical standards and in compliance with law. The standards of conduct and ethical principles included in this policy applies to all persons employed by any department, program, or service of UNT regardless of rank or position.

II. Application of Policy

All Officers and Employees.

III. Policy Definitions

A. Benefit

"Benefit," in this policy, means anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the officer or employee has a direct and substantial interest.

B. Business Entity

"Business Entity," means any organization or individual that engages in economic activities including corporations, partnerships, sole proprietorships, and limited liability companies. It also includes independent contractors and self-employed individuals who provide goods or services in exchange for compensation.

C. Chief Procurement Officer

"Chief Procurement Officer," in this policy, means the Vice Chancellor for Finance.

D. Employee

"Employee," in this policy, means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.

E. Family Member

"Family Member," in this policy, means a spouse, parents, siblings, children, or any individuals residing in the same household. Financial Interest

"Financial Interest," in this policy, means an interest—other than a retirement plan, a blind

trust, insurance coverage, or an ownership interest of less than one percent in a corporation—where the officer or employee or officer’s or employee’s family member:

1. owns or controls, directly or indirectly, an ownership interest of at least one percent, including the right to share in profits, proceeds, or capital gains; or
2. could reasonably foresee that a contract with an entity that provides goods or services could result in financial benefit to the officer or employee or the officer’s or employee’s family member.

F. Officers

“Officers,” in this policy, means:

1. President
2. Provost
3. Senior Vice Presidents, Vice Presidents, Associate Vice Presidents and Assistant Vice Presidents
4. Chief Accounting Officer
5. Chief Financial Officer
6. Chief Information Officer
7. Members of the President’s Executive Leadership Team

G. Potential Conflict of Interest in Purchasing and Contracting

“Potential Conflict of Interest in Purchasing and Contracting,” in this policy, means any circumstance where an officer or employee or a family member is (1) employed by; or (2) holds a Financial Interest in, a Business Entity that may bid for, is negotiating, or enters into a contract with the university Procurement and Payment Services.

H. Procurement and Payment Services (PPS)

“Procurement and Payment Services,” in this policy, means the department in the Division of Finance and Administration that provides procurement and administrative support to UNT and the UNT System.

I. Spouse

“Spouse,” in this policy, means a person in a legally recognized union of two individuals in a marital relationship, including a common law marriage as recognized by the law of the State of Texas.

IV. Policy Responsibilities

A. Receipt of this Policy Upon Hiring

University Integrity and Compliance (UIC) will coordinate with Human Resources (HR) to

ensure that each new officer and employee will receive a copy of this ethics policy no later than the third business day after the date the person begins employment or takes office with UNT.

B. Officer & Employee Conduct

Officers and employees must conduct themselves in a manner that strengthens the public's trust and confidence by adhering to the following principles:

1. honesty and accountability;
2. transparency and openness;
3. integrity;
4. conduct in accordance with standards and principles set out in this policy;
5. fairness; and
6. commitment to compliance.

Officers and employees must perform their duties and activities in conformity with applicable federal, state and local laws, administrative rules, Regents Rules, System Regulations, UNT policies, and this ethics policy. Failure of an officer or employee to comply with one or more of the standards of conduct and ethical principles set forth in this policy constitutes grounds for removal from office, or for disciplinary action, including suspension or discharge.

C. Standards and Principles of Ethical Conduct

1. Officers and employees must not:
 - a. accept or solicit any gift, favor, or service that might reasonably tend to influence the officer or employee in the discharge of official duties, or that the officer or employee knows or should know is being offered with the intent to influence the officer's or employee's official conduct;
 - b. intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed their official duties in favor of another;
 - c. disclose confidential information, information that is excepted from public disclosure under the Texas Public Information Act, or information that has been ordered sealed by a court, that was acquired by reason of the officer's or employee's official position, or accept other employment, including self-employment, or engage in a business, charity, nonprofit organization, or professional activity that the officer or employee might reasonably expect would require or induce the officer or employee to disclose confidential information, information that is excepted from public disclosure under the Texas Public Information Act, or information that has been ordered sealed by a court, that was acquired by reason of the officer's or employee's official position;

- d. accept other employment, including self-employment, or compensation or engage in a business, charity, nonprofit organization, professional, or other outside activity that could reasonably be expected to impair the officer's or employee's independence of judgment in the performance of the officer's or employee's official duties or otherwise interfere with an officer's or employee's duties and responsibilities to UNT;
 - e. make personal investments or have a direct or indirect personal, financial or other interest, or engage in a business transaction or professional activity, or incur any obligation that is in substantial conflict with the proper discharge of the officer's or employee's duties or that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the public interest;
 - f. utilize state time, property, facilities, or equipment, or other resources for any purpose other than official state business, unless such use is reasonable and incidental and does not result in any direct cost to the State of Texas or the System or to UNT, interfere with the officer's or employee's official duties, or interfere with the functions of the System or UNT;
 - g. utilize his or her official position, or state issued items, such as a badge, indicating such position for financial gain, obtaining privileges, or avoiding consequences of illegal acts;
 - h. act as an agent for another person in the negotiation of the terms of an agreement relating to the provision of money, services, or property to the System or UNT;
 - i. knowingly make misleading statements, either oral or written, or provide false information, in the course of official state business;
 - j. engage in any political activity while on state time or utilize state resources for any political activity;
 - k. engage in actions regarding their employment that would create the appearance of violating the law, Regents Rules, System regulations, or UNT policies;
 - l. knowingly or intentionally violate the law, Regents Rules, System regulations, or UNT policies regarding their employment;
 - m. sexually harass or engage in sexual misconduct related to any guests and visitors to the campus or any member of the University community including faculty, staff, students, and candidates for University positions; or
 - n. make a commitment or promise of any kind purporting to bind UNT unless authorized to do so by the Board of Regents.
2. Officers and employees must:
- a. perform their official duties in a lawful, professional, and ethical manner;
 - b. adhere to all state and federal laws, Regents Rules, System regulations, and UNT

- policies that provide equal opportunity for all persons regardless of race, color, religion, sex, national origin, age, disability, genetic information, or veteran status;
- c. put forth honest effort in the performance of their duties;
 - d. act impartially and not give preferential treatment to any private or public organization or individual;
 - e. promptly disclose waste, fraud, abuse, corruption, and noncompliance with federal and state laws to appropriate authorities.
3. Former officers and employees who participated on behalf of UNT in a procurement or contract negotiation involving an individual or business entity may not accept employment from the individual or business entity before the second anniversary of the date the contract is signed or the procurement is terminated or withdrawn.

D. Conflicts of Interest, Conflicts of Commitment and Outside Activities

Officers and employees must not have direct or indirect interests or commitments, including financial and other interests and commitments, engage in business transactions professional activities or other outside activities, or incur any obligation of any nature that is in substantial conflict with the proper discharge of the officer's or employee's duties for UNT. The primary responsibility of each officer and employee of UNT must be to accomplish the duties and responsibilities assigned to their position with UNT. In order to implement this policy and strengthen the faith and confidence of the people of the State of Texas in the integrity of officers and employees of UNT, the following is required:

1. Ethics Commission Financial Disclosure Statement

The President is required to file a financial statement with the Texas Ethics Commission annually. Forms prescribed by the commission must be utilized and filed by the deadlines established by state law.

2. Disclosure of Interest in Property to be Acquired

The President, Senior Vice Presidents, Vice Presidents, Associate and Assistant Vice Presidents are required to disclose any legal or equitable interest in property that is to be acquired with public funds. Such disclosure will be made by filing an affidavit containing the following information: the disclosing officer's name and title; a full description of the property, and the nature, type and amount of interest in the property including the percentage of ownership interest; the date when the officer acquired an interest in the property; a verification swearing to the completeness and correctness of the information in the affidavit; and an acknowledgment of the type required for recording a deed in the records of the county. The affidavit must be filed with the county clerk in which the individual resides and the county clerk of each county in which the property is located. Such filing must be completed within 10 days before the date on which the property is to be acquired by purchase or condemnation.

3. Conflict of Interest Disclosure Statement

The President must file a disclosure statement providing notification of financial interests held by the President or the President's family members using the form prescribed by the Vice Chancellor for Finance. This notification is a continuing obligation and the President must promptly submit a new or amended statement when there is a change in information previously reported or there is new information to report.

4. Conflict of Interest Disclosure Obligation for Officers and Employees related to Purchasing and Contracting

Employees must disclose a Financial Interest if they are (1) Employed by or (2) hold a Financial Interest in, a Business Entity that may bid for, is negotiating, or enters into a contract with the University. Employees must also disclose a Financial Interest if it is known that a family member (spouse, parents, siblings, children, or any individuals residing in the same household) are: (1) employed by or (2) hold a Financial Interest in, a Business Entity that may bid for, is negotiating, or enters into a contract with the Institution.

The requirement to disclose a Financial Interest applies even if the employee has no direct involvement in the endorsement, evaluation, or selection of the Business Entity. Such disclosure is necessary to ensure transparency and maintain trust in the Institution's procurement processes.

The disclosure must be reviewed to assess any potential conflict of interest and to determine the appropriate course of action to ensure fairness and integrity in the Institution's dealings.

The disclosure must occur at the beginning of employment (new hires), once annually by all employees, and any time a new financial interest arises.

Officers and employees are required to disclose potential conflicts of interest in Purchasing or Contracting that are known by the employee or official at any time during the procurement process, from the initial request for bids for the purchase of goods or services until the completed final delivery, or during the term of the contract with the private vendor.

Disclosures must be made in the manner prescribed by the Vice Chancellor for Finance on the UNT System Office of Finance website.

5. Prohibited Contracts

- a. UNT is prohibited from entering into a contract for the purchase of goods or services with a private vendor with whom any of the following persons have a financial interest:
 - i. the chancellor, a president of any of the institutions within the UNT System, the general counsel, the chief procurement officer, or a procurement director; or

- ii. any person related to an officer or employee described above within the second degree of affinity (marriage) or second degree of consanguinity (blood). Second degree of consanguinity includes a parent, child, sibling, grandparent, or grandchild. Second degree of affinity includes a spouse, stepparent, stepchild, or spouse of a person within the second degree of consanguinity. It also includes anyone related to an officer's or employee's spouse by the second degree of consanguinity.
- b. The prohibition from entering into a contract does not apply to contracts for the purchase of goods or services if the amount of purchase is less than \$25,000. However, contracts for amounts less than \$25,000 that may pose a potential conflict of interest must be disclosed as noted in IV.D.4 of this policy.

E. Travel

1. Improper Travel Reimbursement

When a faculty or staff member engages in travel where the full reimbursement is received from any source other than University funds, the faculty or staff member must not submit a claim under the provisions of the University's travel regulations. A faculty or staff member who receives an overpayment for a travel expense must reimburse the University for the overpayment.

2. "Official Business" for Purpose of Travel

To qualify for travel reimbursements and use of University vehicles, the purpose of a trip must be "State business" or "official business" of UNT. State or official business is the accomplishment of a governmental function directly entrusted to UNT including the reasonably necessary means and methods to accomplish the function.

3. Per Diem for Faculty and Staff Members' Travel under Contracts & Grants

Faculty and staff members traveling under contracts and grants (federal, state, private) will be reimbursed for travel expenses and allowances on the same basis as other UNT members, except in those instances where the terms of the contract or grant specify travel guidelines and reimbursement rates which differ from State of Texas reimbursement rates.

4. Travel Bonus (Frequent Flyer) Awards

Faculty and staff members who earn credit with airlines, hotels, car rental companies, etc. for official travel are not required to account for such credit or use such for official travel.

5. State Credit Cards

Faculty and staff members may not use State credit cards for personal expenses. State credit cards are only to be used for legitimate state business expenses. Payment of charges on individual cards is the sole responsibility of the individual faculty or staff

member. UNT will not be responsible for the charges, regardless of the type of charge. Individuals may use State credit cards to charge for items that qualify as official business but are not fully reimbursable under State or UNT guidelines for reimbursement.

6. Official Travel by Spouses and Relatives of Faculty and Staff Members

Spouses and other relatives of faculty and staff members may qualify to have travel expenses paid by UNT if their presence at a function or on a trip is for an official purpose benefiting UNT and/or the State of Texas. In making a determination of whether the presence of a spouse or relative is for an official purpose, the factors to be considered are the nature and duties of the faculty or staff member's office; the traditional role, if any, of the faculty or staff member's spouse or relative; the purpose of the particular trip; and the spouse or relative's connection with that purpose. Travel by other relatives of UNT faculty or staff members will be evaluated using the same criteria. Requests for reimbursement of expenses or for direct departmental payment of travel expenses for such persons must be approved in writing by the President.

7. International Travel

- a. Requests for travel outside of the United States other than to Mexico, Canada, or a destination that is a possession of the United States, must be given advance written approval by the President or their designee, if reimbursement for travel expenses is to be claimed or an advance for travel expenses to be incurred is sought. A copy of the written approval must be submitted with any request for reimbursement of travel expenses.
- b. No officer or employee may travel, for professional purposes, to a country on the U.S. Department of Commerce's foreign adversaries list under [15 C.F.R. § 791.4](#). In accordance with [UNT Policy 15.017, International Travel](#), University employees, including student employees, who wish to travel to prohibited countries on non-university travel must notify the university of their plans to travel prior to departure and complete a post travel report after their return to the United States. The forms for reporting are located on the Risk Management travel website. No university business may be conducted by employees while present in a prohibited country.

F. Benefits, Gifts, and Honoraria

1. Bribery

No faculty or staff member may solicit, offer, or accept any benefit in exchange for their decision, opinion, recommendation, vote, or other exercise of official power or discretion. A benefit that is otherwise allowed by University policy is nevertheless prohibited if it is offered in exchange for official action, as described above.

2. Prohibited Benefits

Faculty and staff members who exercise discretion in connection with contracts, purchases, payments, claims, and other pecuniary transactions of government may not

solicit, accept, or agree to accept any benefit from any person the employee knows is interested in or is likely to become interested in any contract, purchase, payment claim, or transaction involving the employee's discretion. This prohibition does not apply to:

- a. gifts or other benefits conferred on account of kinship or a personal, professional, or business relationship independent of their employment status;
- b. a fee prescribed by law to be received by the employee or any other benefit to which the employee is lawfully entitled or for which they give legitimate consideration in a capacity other than as an employee;
- c. a gift, award, or memento that is received from a lobbyist who is required to make reports under [Chapter 305 of the Government Code](#); and
- d. items having a value of less than \$50, not including cash or negotiable instruments.

An employee who receives an unsolicited benefit that they are prohibited from accepting by law may donate the benefit to a governmental entity that has the authority to accept the gift or may donate the benefit to a recognized tax-exempt charitable organization formed for educational, religious, or scientific purposes.

3. Food, Lodging, Transportation, and Entertainment Received as a Guest

A faculty or staff employee may accept food, lodging, transportation, or entertainment from persons or entities they know or reasonably should know are interested in or likely to become interested in a contract, purchase, payment, claim, decision, or transaction involving the exercise of the employee's discretion only if the employee is a "guest" as defined by Texas law. An employee is a "guest" if the person or a representative of the entity providing the food, lodging, transportation, or entertainment is present at the time the food, lodging, transportation, or entertainment is received or utilized by the employee. The President is required to report any such benefits valued at over \$250 on his annual disclosure statement filed with the Texas Ethics Commission.

4. Gift Items

Faculty and staff members must disclose to the President through their chairs/department heads any gifts received, in the course of official business, having a value of more than \$250. The President must make such disclosures to the Board of Regents.

5. Gifts From Friends, Relatives, and Associates

Faculty and staff members may accept benefits from personal friends, relatives, or business associates with whom they have a relationship independent of their official status, so long as the benefit is not offered in exchange for official action or decision.

6. Gifts From Foreign Entities

No officers or employees may accept any gift, regardless of value, from an entity associated with a country on the U.S. Department of Commerce's foreign adversaries

list under [15 C.F.R. § 791.4](#). Any officer or employee that is approached by an individual or group representing those countries, that offer gifts or travel, must report the interaction to UIC.

7. Awards

Faculty and staff members may accept plaques and similar recognition awards.

8. Honoraria

Faculty and staff members may not solicit, accept, or agree to accept an honorarium in consideration for services they would not have been asked to provide but for their official position or duties. This prohibition includes a request for or acceptance of a payment made to a third party if made in exchange for such services. However, they may accept the direct provision of or reimbursement for expenses for transportation and lodging incurred in connection with a speaking engagement at a conference or similar event, except as prohibited in IV.E.6.b. Meals provided as a part of the event or reimbursement for actual expenses for meals may also be accepted. Participation by the faculty or staff member must be more than merely perfunctory.

G. Public Officials and Political Activities

1. Entertainment

The legal prohibitions against acceptance of benefits apply to an official who accepts benefits from the University. The "guest" exception to these prohibitions permit officials to accept certain benefits from the University including tickets to athletic and entertainment events. If a University officer or employee provides tickets to a public official to allow the officials and/or guests to attend an event, an officer or employee of the University will serve as host to the official and must attend the event.

2. Perishable Food Items

Officers and employees may receive small, infrequent gifts of perishable food items delivered to their offices and these will not be considered "benefits" for purposes of the provisions of the Penal Code prohibiting such.

3. State Funds used for Informational Purposes

UNT departments, programs, units, and services may use state funds to pay expenses related to furnishing information to State officials relevant to their official position, including presentations about the programs and services of the University.

4. Use of Official Authority Prohibited

Faculty and staff members of the State of Texas have the rights of freedom of association and political participation guaranteed by the State and Federal Constitutions, except as limited by valid State laws. No faculty or staff member may use their official authority or influence, or permit the use of a program administered by the University to interfere with or affect the result of an election or nomination of a

candidate or to achieve any other political purpose. No faculty or staff member may coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose. Any faculty or staff member who violates either of these provisions is subject to immediate termination of employment, in accordance with the [5 Tex. Govt. Code Chapter 556](#).

5. Use of University Funds or Property

Faculty and staff members are not allowed to expend or authorize the expenditure of any University funds for the purpose of influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition will not be construed to prevent any official or employee of the state from furnishing to any member of the legislature or committee upon request, or to any other state official or employee or to any citizen information in the hands of the employee or official not considered under law to be confidential. Furthermore, this prohibition will not be construed as preventing faculty or staff members from communicating with any member of the legislature during non-working hours, when such communication does not disclose or intentionally indicate he or she has information of a confidential nature which was obtained by virtue of his or her employment, or when such communication does not otherwise violate this policy. No University funds may be expended for the payment of full salary of any employee who is also the paid lobbyist of any individual, firm, association, or corporation. University facilities may be used as polling places for local, state, and national elections.

6. Voting

Faculty and staff members will be allowed sufficient time off to vote in public elections without a deduction from pay or from accrued leave time.

8. Faculty and Staff Members as Candidates and Officeholders

Faculty and staff members may run for election and serve as members of the governing bodies of school districts, cities, towns, or other local governing districts. No campaign activities may be conducted during official business hours unless the employee has requested and received permission to use leave time for such purpose. Candidates and officeholders may not use state computers or personnel to prepare campaign reports. Any faculty or staff member elected to such a position may not receive any salary for serving as a member of such governing bodies. Any faculty and staff members who intend to be candidates for any public office, other than local offices for which no emolument of any kind is received, must resign unconditionally from employment prior to announcing their candidacy.

9. Political Contributions from Employees

Except as otherwise restricted by State law, faculty and staff members may make personal contributions to candidates for office and political organizations. State law provides that no State employee may contribute personal services, money, or goods of

value to a candidate campaigning for Speaker of the Texas House of Representatives.

10. Political Mail and Advertisements

An officer or employee of the University may not knowingly use or authorize the use of the intercampus mail system for the distribution of political advertising. This provision does not prohibit individuals from distributing or routing political advertising that is delivered to the University through the United States Postal Service.

H. Dual Office Holding

1. Non-elective State or Federal Office

Faculty and staff members may hold non-elective offices with boards, commissions, and other state and federal entities provided that the holding of such office:

- a. is of benefit to the State of Texas, or is required by state or federal law; and
- b. is not in conflict with the employee's position.

Such appointments must be approved in accordance with the process for approval of dual employment in [UNT Policy 05.008, Dual Employment and Other Activities](#). Prior to the President accepting an invitation to serve in an additional state or federal non-elective office, the Board of Regents must determine that the appointment meets the two requirements stated above. The Board must also make an official record of any compensation to be received by the President from such appointment, including salary, bonus, per diem, or other types of compensation.

2. Position of Employment with Government Agencies

Faculty and staff members may hold other positions of employment with agencies, boards, commissions, or other entities of government so long as the holding of such positions is consistent with the prohibitions against dual office holding in the Texas Constitution and is approved in advance by the head of the department (Dean, Director, Vice President or the President) and in accordance with the process for approval of dual employment in [UNT Policy 05.008, Dual Employment and Other Activities](#).

I. System Property and Services

1. Misuse of Authority

It is a violation of State law for faculty and staff members, acting with the intent to obtain a benefit or with intent to harm another, to intentionally or knowingly misapply anything of value belonging to the government that comes into their custody or possession by virtue of their office or employment.

2. Misuse of Official Information

It is a violation of State law if a faculty or staff member, in reliance on information to which they have access in their official capacity and which has not been made public:

- a. acquires or aids another to acquire a pecuniary interest in any property, transaction, or enterprise that may be affected by the information; or,
- b. speculates or aids another to speculate on the basis of the information.

3. Telephones

From time-to-time faculty and staff members may need to make personal telephone calls during working hours. Normally, such use does not result in additional costs or damage and generally will not hinder the day-to-day operation of an office. Incidental use of University telephones during working hours by employees for local calls is not considered to be a misapplication of State property, and is permissible so long as it does not unduly interfere with the individual's assigned responsibilities or the normal functioning of an office. Use of telephones is considered a misapplication of State equipment if it results in additional costs being incurred or damage to the equipment.

4. Other University Equipment

No faculty or staff member may entrust State property to any State official or employee or to anyone else to be used for other than State purposes. Faculty and staff members may not use University equipment or property for their own benefit or pleasure unless:

- a. suitable arrangements have been made in advance for payment of the agreed upon value of the use of such property; or
- b. the property consists of books from the library, recreational facilities and other such items of well-established usage that are authorized for such use by the President.

5. State Vehicles

No faculty or staff member can use any vehicle owned by the State of Texas for any purpose other than official business. Employees may not use such vehicles in connection with any political campaign or for any personal or recreational activity.

6. Additional Resources

Additional information regarding state-owned property may be found in [UNT Policy 14.003, Acceptable Use](#) and [UNT Policy 14.006, Use of University Telecommunication and Personal Computing Devices](#).

J. Employment

1. Supplementary Pay and Perquisites

Compensation for the President, will be a fixed amount of money as determined by the Board of Regents. The President may not receive any emolument, supplement, perquisite, or other benefit from the University without specific approval of the Board of Regents. Salary supplements as authorized by the Appropriations Act for the President will be reflected in the annual operating budgets by listing the amount of such supplementation and the source of funding.

2. Outside Employment and Consulting

Faculty and staff members are expected to devote their time and talents to their assigned duties and responsibilities. Outside employment may be authorized in accordance with the process for approval of dual employment in [UNT Policy 05.008, Dual Employment and Other Activities](#) and provided that the following conditions are met:

- a. it does not interfere with the regular work of the employee;
- b. it is reasonable in amount;
- c. it avoids unfair competition with legitimate private enterprises;
- d. it does not come in conflict with the interest of the University;
- e. the official connection of the employee is not used in connection with the employment;
- f. it is approved in advance by the appropriate UNT official, and all reports required by policy are properly filed; and
- g. the standards of conduct prescribed by law for state employees are observed.

This policy is not intended and will not be interpreted to restrict an employee's First Amendment rights of free speech and association except as specifically permitted by law. For more detail on this subject, see [UNT Policy 05.008, Dual Employment and Other Activities](#).

3. Nepotism

State law prohibits the employment of persons related within the second degree by affinity (marriage) or within the third degree of consanguinity (blood) to any public official or member of any state board making, voting for, or confirming the employment. Offers of employment, whether on a regular, temporary, full-time, or a part-time basis, must be made solely with regard to the qualifications of the candidate, subject to the provisions of [UNT Policy 05.012, Employment of Relatives \(Nepotism Rule\)](#).

No person will be employed, appointed, promoted, or transferred, if related within the second degree by affinity or within the third degree of consanguinity to any person employed by UNT whose duty would involve acting in any official capacity upon such an employment, promotion, or transfer, regardless of the source of funds for payment of salary; nor will any person be employed if either person would come under the administrative supervision of the other; or if either would have any official voice in recommending salary increases or promotion in rank for the other.

Where employed in the same college or department, neither may any person related within the second degree by affinity or within the third degree of consanguinity to the other person serve on those committees whose purpose it will be to recommend

compensation, promotion, or tenure for the other.

4. Oath of Office and Employee Affidavit

All faculty and staff members are required to take an oath of office prescribed by law for employees of tax supported institutions of higher education. UNT faculty and staff members are required to execute an employee's affidavit indicating compliance with laws on state employment.

5. Limitations on Contracts with Previous Employees

No faculty or staff may enter into a contract for consulting or professional services or into an employment contract, with any person previously employed by the University within the past twelve months if the source of funding is money other than gift funds or contracts and grants.

K. Training

The Office of University Integrity and Compliance will be responsible for providing all officers and employees with regular training on ethical obligations and this ethics policy.

L. Reporting

Officers and employees must report any conduct or activity that they believe to be in violation of this policy to the Office of University Integrity and Compliance. Based on the type of suspected ethical violation, officers, and employees may have an additional duty to report in accordance with the reporting requirements that are included in other applicable institutional policies.

V. References and Cross-References

[15 C.F.R. § 791.4](#)

[Texas Executive Order GA 48](#)

[3 Tex. Govt. Code Chapter 305](#)

[5 Tex. Govt. Code Chapter 556](#)

[5 Tex. Govt. Code § 572.001](#)

[5 Tex. Govt. Code § 572.051](#)

[UNT System Board of Regents Rule 04.1200, Compliance and Ethics Program](#)

[UNT System Board of Regents Rule 05.700, System Administration and Institution Ethics and Standards of Conduct](#)

[UNT System Regulation 08.16000, Transparency and Avoidance of Conflicts of Interest in Contracting and Procurement of Goods and Services](#)

[UNT System Board of Regents Rule 10.700, Fraud](#)

[UNT Policy 04.007, Fraud](#)

[UNT Policy 05.008, Dual Employment and Other Activities](#)

[UNT Policy 05.012, Employment of Relatives \(Nepotism Rule\)](#)

[UNT Policy 14.003, Acceptable Use](#)

[UNT Policy 14.006, Use of University Telecommunication and Personal Computing Devices](#)

VI. Revision History

Policy Contact:	VP & Chief Integrity Officer
Approved Date:	02/1995
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