

## **AdvanceRIT Dual Hire Employment Assistance Program**

### Benchmark Tool

The proposed AdvanceRIT Dual Hire (DH) program includes the development of a comprehensive benchmarking tool used to assist in the development of the conceptual design options. The benchmarking tool contains a review of 69 schools that either have formal or informal DH programs (*Table 1, Appendix A*). The universities in the benchmarking tool were selected based on a comprehensive listing provided by HERC. The programs were categorized based on level of development. Formal programs provided information about processes and procedures regarding DH on a DH designated website. The informal programs stated that the institution supported DH and provided contact information on a page on the institute's website. 78% of the schools reviewed had formal DH programs, of those 65% were schools with ADVANCE grants and 31% of the grants are still active (*see Figure B.1 and Figure B.2, Appendix B*). According to the self-reports of each school reviewed with formal DH programs, 74% have a DH program that offers employment assistance for secondary partners, 20% have a DH program that offers job placement for the secondary partners, and 19% have a DH program that offers job placement and employment assistance for secondary partners. Employment assistance refers to the service of assisting a secondary partner in finding employment within or outside a University through networking, job coaching, interviewing skills and resume critiques. Job placement refers to financial support for the temporary or permanent placement of a secondary partner.

Additionally, 57% of the schools with formal DH programs offer services to faculty only while no schools offered services to staff only, and the remaining 43% offer services to faculty

and staff. In a more in-depth review of the schools with formal DH programs, 76% offer employment assistance services to all faculty, 31% offer employment assistance services to all staff, 7% offer employment assistance services to research faculty only. Furthermore, 22% of the formal DH programs offer DH services to tenured-track faculty only.

### **Proposed Program Development**

The proposed program procedures were developed based on information derived from the benchmarking tool as well as the organizational context. Human Resources, academic affairs partners and faculty involved in DH situations at the University were consulted to determine the organizational context and perspective of the program. There were approximately 10 interviews conducted on campus to determine the perceptions of DH within the University. In addition, there were 4 meetings with regional Universities (Cornell, Syracuse, UofR and Ithaca) to discuss DH development and HERC affiliation. Cornell has a DH program that has been in place for 13 years. Syracuse University implemented a DH program in 2014. The University of Rochester and Ithaca College are in the process of developing a formal DH program. Regional HERC affiliation with these school as well as others in the region will work to create a DH network that allows for the exchange of applicant information throughout the local area.

### **Proposed Program Mission**

The mission the Advance RIT Dual Hire Program is proposed to offer support to the trailing spouses or secondary partners of new and existing faculty. The model that will be adopted for RIT's dual hire program is an employment assistance approach that will offer job coaching assistance, informational interviews, benefit meetings, internal and external networking opportunities and employment resources over a 12 month period. Additionally, it is proposed that a small fund be maintained for the short term hire of high profile candidates.

### **Internal and External Networks**

It is suggested that internal and external networks be developed to meet the employment needs of trailing spouses. For these networks to run effectively there must be mechanisms put into place to gather knowledge about all unposted employment opportunities within the organization such as adjunct, retired, fellowships and grants. Each network contains many links to make it successful and effective.

The Internal network will consist of a partnership with HR, Office of Faculty Recruitment, Deans and college liaisons. Each of these groups will agree to work with the DH program to determine needs and opportunities throughout the University. The external network will consist of regional higher education institutions, corporate partners and community agencies that will agree to exchange potential DH candidate information to be forwarded to departments that align with candidates' backgrounds. Partnerships will include organizations between Buffalo, Rochester and Syracuse. HERC affiliation is important in the development of an external network as it provides links to other colleges and universities within the regional area that are interested in DH exchanges.

### **Dual Hire Administrator Role**

The need for either a part-time or full-time Dual Hire Administrator has been identified based on the proposed program model. This position is imperative to the overall success of the program. There are many functions that need to be managed and maintained in order for the program to run effectively and meet its objectives. The person in this position will act as the main point of contact for DH relate questions, build relationships with internal and external partners, manage partnership agreements and build a network that will act as a referral source for secondary partners. Additionally, he/she will be responsible for arranging and/or conducting

informational interviews and benefit meetings with final candidates. The DHA will also be responsible for implementing the program services such as job coaching, tracking participation and attending meetings with Deans and College Liaisons to learn about employment opportunities throughout the University. Also the DHA will ensure that all written and electronic information concerning the program is updated.

### **Proposed Program Intake Process**

#### Step 1

- Interested participants must submit a DH intake form on the DH Website (hosted on the HR website) only
- Once the Primary partner has been identified and offered a position the DH process is activated
- The DHA will reach out to the appropriate parties to determine the status of the primary partner, and arrange an informational interview with the secondary partner

#### Step 2

- After the informational interview the DHA will distribute the secondary partner's profile and resume or CV throughout the internal and external DH networks via e-mail and discuss in meetings

#### Step 3

- The DHA will develop an employment plan with the secondary partner and schedule employment activities with the participant. The DHA will provide case management with all participants every 30 days via phone, e-mail or face-to-face meetings based on the participants' preference

#### Step 4

- Participants' profiles will be distributed throughout the networks and updated on the DH website monthly until the participant is either hired or withdraws from the program

### **Measuring Success**

To measure the success of the DH program there will be evaluation measures put in to place to determines the level of satisfaction participations experienced while in the program, how much the program used, how often were services rendered (ex. job coaching) and how many people were placed through the efforts of the DH program according to gender, race and referral source. Also an advisory committee will be put in place to help ensure that the program is effective and continues to develop.

### **Implementation Cost**

The DH model suggested for implementation at RIT is a cost saving model that adds value to the process and experiences of candidates. The major cost of the program is the salary for the DHA. The cost of hiring a part time or full time person for this position will range from \$20K-\$60K per year. This person should have a strong background in job development, outreach and project management. Other expenses related to the program include cost for internal and external communication. There should be a professional website created that allows for forms to be submitted, surveys to be completed and displays program information and DHA contact information. The development of the website should range from \$2,000-\$3,000. Additionally, printed material is needed to communicate about the program in the form of brochures, FAQs handouts and posters. The cost of printed material should range from \$500-\$1500. HERC membership is also a cost associated with the implementation of this program as it offers support in the development of external partnerships with regional Universities and Colleges. The cost of

HERC membership ranges from \$2,000-\$7,000 for campus wide membership. There should also be funds for available for the DHA to attend conferences and events.

### **Next Steps**

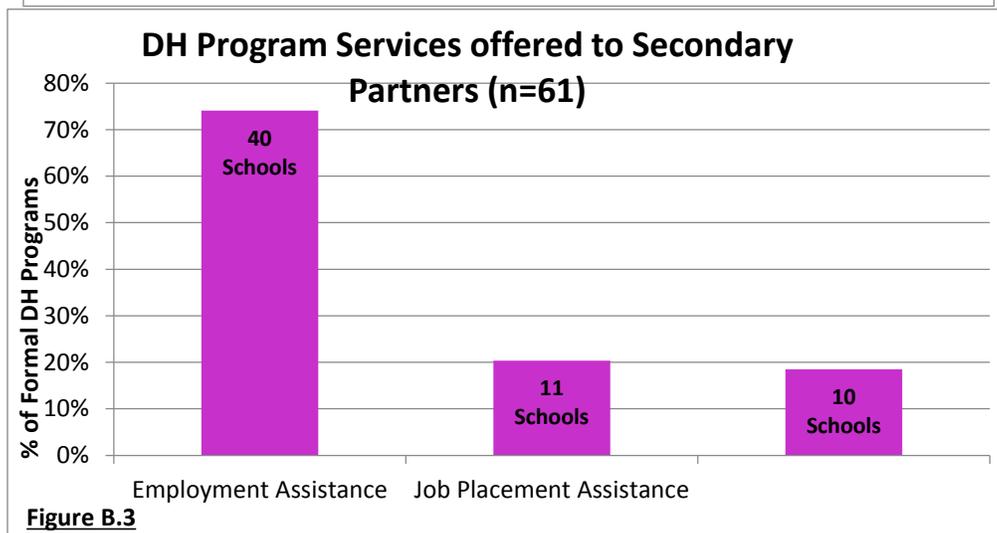
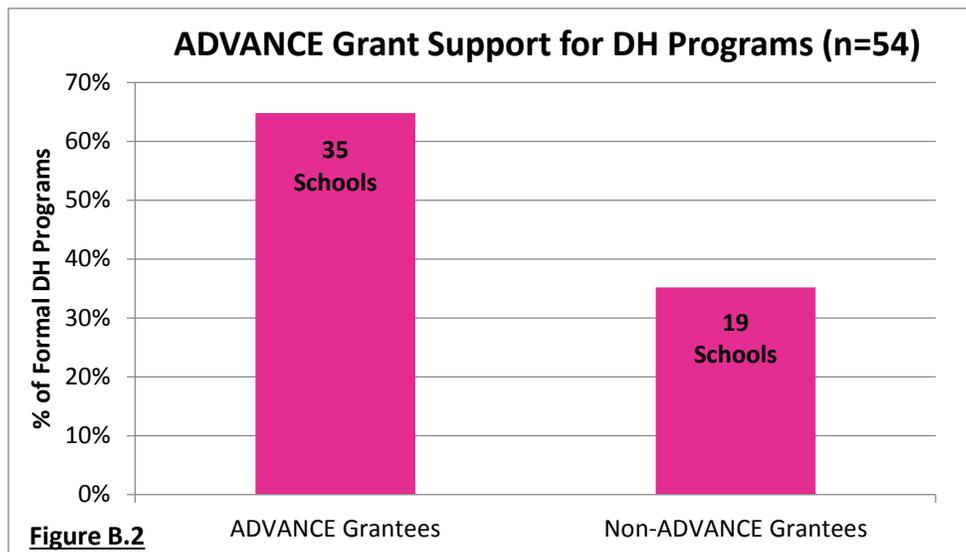
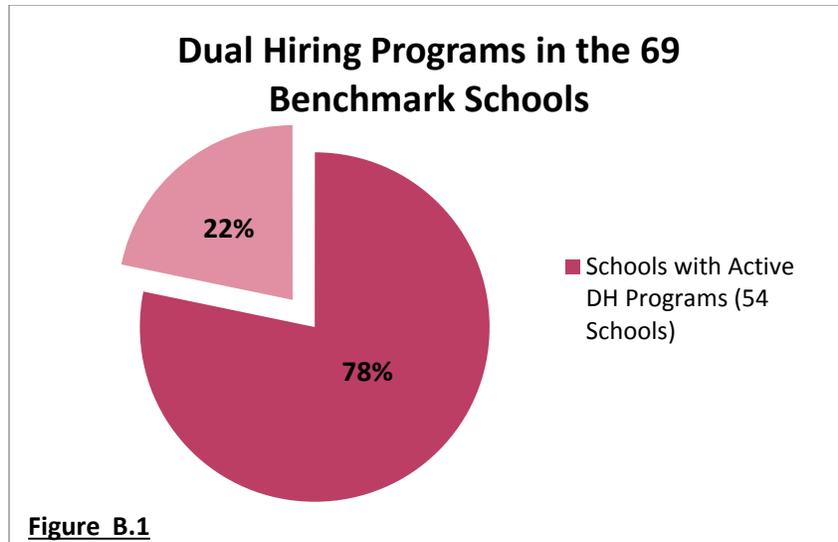
The next steps in the process is to present the proposed program to RIT's provost and deans to gain feedback and make the necessary changes. Once the program deliverables have been approved the program will begin the implementation phase starting with pilot phase one (*see Figure C*). The program will continue to advance through each phase until it has reached campus-wide implementation.

**APPENDIX A**

<b>School</b>	<b>Size</b>	<b>Type of Institution</b>	<b>Formal DH Program</b>
Brown University	Medium	Private	No
Carleton university	Large	Public	No
Case Western Reserve University	Medium	Private	Yes
Central Michigan University	Large	Public	Yes
Columbia University	Medium	Private	Yes
Cornell University	Large	Private	Yes
Drexel University	Medium	Private	Yes
Duke University	Medium	Private	Yes
Harvard University - Faculty of Arts and Science	Medium	Private	Yes
Harvard University, Office of the Senior Vice Provost for Faculty Development & Diversity	Medium	Private	Yes
Iowa State University	Large	Public	Yes
James Madison University	Large	Public	Yes
Johns Hopkins University	Medium	Private	No
Kansas State University	Large	Public	No
Lehigh University	Medium	Private	Yes
Marshall University	Medium	Public	Yes
Michigan Technological University	Medium	Public	Yes
Montana State University	Medium	Public	Yes
Northeastern University	Large	Private	No
Northern Arizona University	Large	Public	Yes
Ohio State University	Large	Public	Yes
Ohio University	Large	Public	Yes
Oregon State University	Large	Public	Yes
Pennsylvania State University	Large	Public	Yes
Purdue University	Large	Public	Yes
Rensselaer Polytechnic Institute	Medium	Private	No
Rice University	Medium	Private	No
Stanford University	Medium	Private	Yes
Syracuse University	Large	Public	Yes
Texas A&M University	Large	Public	Yes
University of California, Berkeley	Large	Public	Yes
University of California, Davis	Large	Public	Yes
University of California, Irvine	Large	Public	Yes
University of California, San Diego	Large	Public	Yes
University of California, Santa Cruz	Large	Public	No
University of Chicago	Medium	Private	Yes

<b>University of Cincinnati</b>	Large	Public	Yes
<b>University of Colorado at Boulder</b>	Large	Public	Yes
<b>University of Copenhagen (Denmark)</b>	Large	Public	Yes
<b>University of Florida</b>	Large	Public	Yes
<b>University of Idaho</b>	Medium	Public	Yes
<b>University of Illinois- Urbana Champaign</b>	Large	Public	Yes
<b>University of Iowa</b>	Large	Public	Yes
<b>University of Kentucky</b>	Large	Public	Yes
<b>University of Maine</b>	Medium	Public	Yes
<b>University of Maryland</b>	Large	Public	Yes
<b>University of Michigan</b>	Large	Public	Yes
<b>University of Minnesota</b>	Large	Public	Yes
<b>University of Missouri</b>	Large	Public	No
<b>University of Montana, Missoula</b>	Medium	Public	Yes
<b>University Of Nebraska, Lincoln</b>	Medium	Public	Yes
<b>University of Nebraska Kearney</b>	Large	Public	Yes
<b>University of Northern Iowa</b>	Medium	Public	No
<b>University of Notre Dame</b>	Medium	Public	Yes
<b>University of Oregon</b>	Large	Public	Yes
<b>University of Rhode Island</b>	Large	Public	Yes
<b>University of Rochester</b>	Medium	Private	Yes
<b>University of Saskatchewan (Canada)</b>	Medium	Public	No
<b>University of South Florida</b>	Large	Public	No
<b>University of Texas Pan American</b>	Large	Public	No
<b>University of Utah</b>	Large	Public	Yes
<b>University of Victoria (Canada)</b>	Large	Public	No
<b>University of Virginia</b>	Large	Public	Yes
<b>University of Wisconsin, Madison</b>	Large	Public	Yes
<b>Utah State University</b>	Large	Public	Yes
<b>Virginia Polytechnic Institute</b>	Large	Public	Yes
<b>Washington State University</b>	Large	Public	No
<b>West Virginia University</b>	Large	Public	Yes
<b>Wright State University</b>	Medium	Public	Yes

## **Appendix B**



**Appendix C**

Dual Hire Program Roll Out Phases	
Phase 1 year 1 (2015) <b>Pilot Benefit Meetings</b>	<ul style="list-style-type: none"> <li>• Benefit meetings with finalist and HR to explain program offerings. Piloted in 3-4 colleges (CAST, SCB, GIS, KGCOE)</li> <li>• Work with external university partners to exchange secondary partner information</li> </ul>
Phase 2 year 2 (2016) <b>Pilot Service Offerings</b>	<ul style="list-style-type: none"> <li>• Offer DH services to new tenure-tenure track faculty in piloted colleges</li> </ul>
Phase 3 year TBA <b>Launch Phase 1</b>	<ul style="list-style-type: none"> <li>• Offer DH services to all new tenure-tenure track faculty</li> </ul>
Phase 4 year TBA <b>Launch Phase 2</b>	<ul style="list-style-type: none"> <li>• Offer DH services to all new and existing tenure-tenure track faculty</li> </ul>
Phase 5 year TBA <b>Launch Phase 3</b>	<ul style="list-style-type: none"> <li>• Offer DH services to all faculty members and develop external network to include industry partners</li> </ul>
DH Phase 6-Staff Implementation	TBA once program is institutionalized

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# Benchmarking for Dual Degree Program

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NSF ADVANCE

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## Case Western Reserve University

### **Recruitment and Employment Center: Dual Career**

([https://www.hr.cornell.edu/careers\\_overview/dual\\_career.html](https://www.hr.cornell.edu/careers_overview/dual_career.html)) Date Accessed: 01/27/15

- In the process of developing a more sophisticated system for dual career assistance.
- Called the “Partner Assistance Program.”
- **REQUIREMENTS**
  - A Partner client’s credentials and related job openings.
  - Submit a Strategic Faculty Hiring Form, CV/resume of the primary candidate, and CV/resume of partner/spouse.
- **ACTIVITIES**
  - Can provide letter of support to a hiring supervisor/committee Chair/etc. to identify the applicant as a Partner client for University positions.
  - The Director of the Partner hiring Program will provide information on local resources and may facilitate contact with appropriate offices where possible.
  - CWRU Career Center will provide a single session of resume review with their professional staff and access to community job postings.
- **POLICIES**
  - Provide customized assistance and support to new and currently recruited faculty and senior staff spouses/partners (and the spouses/partners of key retention positions) in their job search efforts.
  - Partner Hiring Policy
    - Applies whenever a final candidate is offered either a (1) tenured, tenured-track, or non-tenure track appointment, or (2) a staff position requiring recruitment at the level of a national search and the final candidate would need to relocate to the University from outside the Cleveland area.
    - At the discretion of the dean and provost
- HERC
  - Ohio, Western Pennsylvania and West Virginia Higher Education Recruitment Consortium (HERC)
    - Launch date May 1<sup>st</sup>, 2014
    - Public, private and community colleges and universities from the three states attended a meeting on October 15, 2013, to explore much needed collaborative solutions for dual career hiring in Ohio, Western Pennsylvania and West Virginia (OH/WPA/WV).
  - Current member institution in HERC.

## Cornell University

### **Recruitment and Employment Center : Dual Career**

([https://www.hr.cornell.edu/careers\\_overview/dual\\_career.html](https://www.hr.cornell.edu/careers_overview/dual_career.html) & <http://advance.cornell.edu/worklife.html>) Date Accessed: 01/27/15

- “Dual Career Program”
- **REQUIREMENTS**
  - Eligible for the program of spouse or partner either holds or is being considered for:
    - A Cornell University tenured or tenured-track position; or a Cornell University Bank H or higher non-academic position with a term of at least two years.

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- The spouse/partner is considering relocating or has relocated to Ithaca area within the past two years.
- **ACTIVITIES**
  - Current member institution in UNY HERC.
  - Brochure: [https://www.hr.cornell.edu/careers\\_overview/dual\\_career/dc\\_brochure.pdf](https://www.hr.cornell.edu/careers_overview/dual_career/dc_brochure.pdf)
  - Provide the following services: Job search assistance, Dual Career identification for Cornell positions, Support and advice on job application materials and preparation, information about job openings at Cornell and with area employers, network assistance, and referral for informational interviewing at Cornell and the community, and current information about local hiring market.
  - Collaboration among Cornell University, US Department of Agriculture, New York State, residents of New York State. Offer job postings listed for employment with those county associations not the university. ([Cornell Cooperative Extension \(County Associations\)](#))
  - Offer job postings for employment with Cornell affiliated organizations (non-Cornell positions). ([Cornell Affiliated Organizations](#))
  - Website offers resources and tools for conducting and preparing for a job search in the area. ([https://www.hr.cornell.edu/jobs/ithaca\\_job\\_search.htm](https://www.hr.cornell.edu/jobs/ithaca_job_search.htm))
- **POLICIES**
  - Recruiting first-rate faculty and staff by offering job search information and assistance to dual career spouses or partners.
  - The Dual Career Program is also available to provide assistance in targeted academic recruitment efforts or retention issues in response to a specific request by a provost, vice provost or dean, or, in the case of a nonacademic recruitment effort, a vice president, or the human resource director of the college/unit.
  - Dual Career Program manager can contact a hiring supervisor to identify applicant as a dual career candidate for a Cornell position.
  - Dual Career Program services are offered either for up to one year or until applicant secures first regular, non-temporary job.

## Lehigh University

### ***Provost & Vice President for Academic Affairs- Faculty Information & Resources: Dual Career Connect***

(<http://dconnect.lehigh.edu/> & <http://www.lehigh.edu/~inprv/faculty/howwork.html#considerStaff> )

Date Accessed: 01/27/15

- “DDConnect”
- **REQUIREMENTS**
  - Be a spouse/partner of a faculty candidate who is being recruited to Lehigh University; or, spouse/partner of a current faculty member who has been recently hired; or, any faculty member who has dual career needs.
  - Initial appointment: review of work history,
- **ACTIVITIES**
  - Current member institution in NJ/Easter PA/DE HERC.
  - The University maintains a list of open faculty and staff positions at Lehigh. Faculty spouses/partners are invited to apply for positions that match their credentials and

career goals. If an appropriate position is not currently listed, they are encouraged to access HERC and continue their search.

- Offers information and preparation for job search inside and outside the university.
- **POLICIES**
  - It is important to proceed with the interview and offer process to the primary candidate even if the possibility of an appointment for the partner/ spouse is not yet clear, or the credentials of the partner/ spouse are unsuited for a position at the university. Do not discriminate against a candidate because of a dual career situation. The decision to accept or reject an offer should be made by the candidate.
  - Offers a simple outline of procedures for adjunct faculty, lecturer, professor or practice positions, and tenure-track faculty positions at Lehigh.  
(<http://www.lehigh.edu/~inprv/faculty/howwork.html#adjunct> )

## Northeastern University

### ***Office of the Provost - ADVANCE at Northeastern: Recruitment***

(<http://www.northeastern.edu/advance/recruitment/> ) Date Accessed: 01/30/15

- Current member institution of New England HERC.
- Northeastern University has adapted the practices from the University of Michigan STRIDE Recruitment Committee to support search committees in the search and hiring process to increase faculty diversity. STRIDE holds workshops for its members.
- Currently there are no internal resources regarding the Dual Career Hiring program at Northeastern University.
- Northeastern University ADVANCE Program has published “Advancing Women within Interdisciplinary and International Networks (AWIIN)” in which they state funding has been dedicated for “Dual Career Network.”
  - [http://www.northeastern.edu/advance/wp-content/uploads/Northeastern\\_ADVANCE\\_Proposal.pdf](http://www.northeastern.edu/advance/wp-content/uploads/Northeastern_ADVANCE_Proposal.pdf)

## Rensselaer Polytechnic Institute

Date Accessed: 01/30/15

- The institution currently does not have any internal resources regarding the Dual Career Hiring Program.
- In 2012, during a Faculty Senate Ad-hoc Committee on Faculty Development and Retention the need for a addressing Dual Career issues was addressed but no further information is given.  
(<http://www.rpi.edu/dept/facsen/reports/PresentationAd-hocCommitteeFacultyDevelopmentAndRetentionKBennettNov122013.pdf> )

## Syracuse University

### ***Office of the Provost: Careers & Recruitment***

(<http://humanresources.syr.edu/careers/dual-career-resources/> & <http://provost.syr.edu/faculty-support/dual-career-network/dual-career-couples/> ) Date Accessed: 01/30/15

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- Current member institution of Upstate New York HERC.
- REQUIREMENTS
  - Complete DCN job seeker questionnaire.
- ACTIVITIES
  - Services to spouses/partners include job search assistance in both non-academic and academic professions, resume critiquing and interviewing skills preparation. Also, they provide help through networking, informational interviewing, and job referrals both at Syracuse University and in the community.
  - Provide primary applicant with Dual Career Network brochure during on-campus interview.
  - Brochure: [http://suadvance.syr.edu/pdfs/DualCareer\\_Overview%20Client\\_2sided.pdf](http://suadvance.syr.edu/pdfs/DualCareer_Overview%20Client_2sided.pdf)

## Virginia Polytechnic Institute

### Human Resources:

(<http://www.hr.vt.edu/new-employees/index.html> & [http://www.hr.vt.edu/jobs/job\\_seeker/dualcareers/index.html](http://www.hr.vt.edu/jobs/job_seeker/dualcareers/index.html)) Date Accessed: 02/04/2015

- Current member institution of HERC.
- ACTIVITIES
  - PDF Brochure: [http://www.hr.vt.edu/jobs/job\\_seeker/dualcareers/\\_content/file\\_Dual\\_Career\\_Program.pdf](http://www.hr.vt.edu/jobs/job_seeker/dualcareers/_content/file_Dual_Career_Program.pdf)
  - General information on employment in the region.
  - Assistance to the client by reviewing resumes, cover letters or other documents related to the job search process.
  - Other services include: Job coaching and search strategy, interviewing skills, Networking, and Career exploration.
  - The Provost's office remains involved in negotiating and cost sharing faculty appointments for dual career partners in accordance with the Dual Career guidelines.
  - Provide letter of support to a hiring supervisor to identify candidate as Dual Career Client for university positions.
- POLICIES
  - Offers job search assistance for up to one year for spouses and partners of newly recruited faculty or administrators.
  - Departments may also reference current faculty members where retention is a concern due to spouse employment issues.
- REQUIREMENTS
  - Spouse/partner of a newly hired faculty member, who has lived in the area for less than a year, or part of a faculty recruitment effort interested in relocating to the area.
  - Enroll into the program:

## Brown University

(<https://wiki.brown.edu/confluence/display/advance/Dual+Career> & <http://www.brown.edu/about/administration/institutional-diversity/faculty> )

Date Accessed: 02/04/2015

- Current member institution of HERC.
- ACTIVITIES
  - Brown does not have a specific dual career partners program. But the University does offer resources to address concerns and questions for dual career partners. Staff members in both the offices of the Dean of the Faculty and the Office of Institutional Diversity may be helpful in offering advice and assistance.
- POLICIES
- REQUIREMENTS

## Carleton University

**Office of the Provost and Vice-President:** (<http://www.carleton.ca/facultyrecruitment/>)

Date Accessed: 02/04/2015

- Current member institution of HERC.
- ACTIVITIES
  - Carleton does not have a specific dual career partners program. But the University does offer resources current and new hires.
  - Research was done to evaluate Dual Career hiring. (<http://newsroom.carleton.ca/wp-content/files/2012-National-Work-Key-Findings.pdf>)
  - Program: “Scholars at Risk” – part of SAR (international network of higher education institutions dedicated to protecting threatened scholars)
  - Currently transitioning to a new hiring system.
- POLICIES
- REQUIREMENTS

## Central Michigan University

**Office of the Provost:**

([https://www.cmich.edu/office\\_provost/academic\\_administration/FPS/Pages/Dual\\_Career.aspx](https://www.cmich.edu/office_provost/academic_administration/FPS/Pages/Dual_Career.aspx))

Date Accessed: 02/04/2015

- Current member institution of HERC.
- ACTIVITIES
- POLICIES
  - The Dual Career Employment Program provides assistance to spouses/partners of prospective and newly hired faculty, senior officers, and upper level administrative staff.
  - Prospective faculty, senior officer, and high level professional administrative employees that have a qualified spouse or domestic partner may be eligible for either a fixed-term faculty or a P&A position up to a maximum of two years in a college or unit associated with their demonstrated expertise.
  - Every effort will be made to assist a spouse/domestic partner in finding employment; however, it may not be possible to respond to the employment needs of all dual career couples.
- REQUIREMENTS

- Services are provided for spouses/partners of prospective faculty members, senior officers, and high level professional and administrative staff members (P&A-5, P&A-6, and selected P&A-98 positions).

## Columbia University

**Office of Work/Life:** (<http://worklife.columbia.edu/faculty-recruitment-relocation#section2>)

Date Accessed: 02/04/2015

- Current member institution of HERC.
- ACTIVITIES
  - For non-academic careers, we offer job market assessments, individual consultations and referrals through a network of experienced career services, human resources and other professionals in the Columbia community.
- POLICIES
  - Columbia offers dual career services to assist the accompanying spouses/partners of newly recruited faculty with the challenges of conducting academic and non-academic job searches in a new location.
  - Spouse/partner dual career services are provided as a resource only, and do not create an entitlement to nor guarantee employment. Spouses/partners are eligible for the services and resources for a predetermined period of time during a six month window and can access the program for up to one year from the faculty hire date.
- REQUIREMENTS

## Drexel University

**Human Resources – Faculty Development and Equity:**

(<http://www.drexel.edu/fde/recruitment/resources/#DualCareer>) Date Accessed: 02/06/2015

- Current member institution of HERC.
- ACTIVITIES
  - Provides support in networking and locating positions within and outside Drexel.
  - Offer personal assistance with dual career issues.
- POLICIES
- REQUIREMENTS

## Harvard University – Faculty of Arts and Science

**Office of Faculty Affairs:**

(<http://isites.harvard.edu/icb/icb.do?keyword=k15149&pageid=icb.page498204>)

Date Accessed: 02/06/2015

- Current member institution of HERC.
- ACTIVITIES
  - Provides support in networking and locating positions within and outside Harvard.
  - Offer help with job search strategies.
- POLICIES

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- REQUIREMENTS
  - Spouse/partner of an incoming faculty member, or if the partner is under consideration for a faculty position in the FAS.

## Harvard University – Office of the Senior Vice Provost for Faculty Development & Diversity

### Office of the Senior Vice Provost – Faculty Development & Diversity:

(<http://www.faculty.harvard.edu/work-life-benefits-and-perks/dual-career-assistance>)

Date Accessed: 02/06/2015

- Current member institution of HERC.
- ACTIVITIES
  - Dual career assistance programs are designed to assist the spouse/partner in identifying career opportunities around the area.
- POLICIES
  - Works closely across the university to develop dual-career programs and to provide assistance that enhances each School's ability to recruit and retain faculty.
- REQUIREMENTS
  - Spouse/partner of an incoming faculty member, or if the partner is under consideration for a faculty position or currently a faculty member.

## John Hopkins University

Date Accessed: 02/06/2015

- Current member institution of HERC.
- ACTIVITIES
  - John Hopkins does not have a specific dual career partners program.
  - Research was done to evaluate Dual Career hiring.  
(<http://web.jhu.edu/administration/president/files/3963%20Framework%20Report.pdf>)
- POLICIES
- REQUIREMENTS

## Ohio University

Human Resources: (<http://www.ohio.edu/hr/index.cfm> &

<http://www.ohio.edu/hr/employment/dual/index.cfm>) Date Accessed: 02/06/2015

- Current member institution of HERC.
- ACTIVITIES
  - The recruiting department contacts the Dual Career Network office to notify of the need for assistance and provides pertinent information about the candidate and partner.
  - Contact Gwen Brooks, send required documents, and call to schedule an appointment to personalize the job search.
- POLICIES

- Opportunity Hire policy - Opportunity Hire Request Form: <http://www.ohio.edu/diversity/opportunity.cfm>
- REQUIREMENTS
  - Resume, curriculum vitae and other information required.
  - Placement questionnaire to find out what kind of position is being sought.
  - Must be a spouse or benefits-eligible partner of a faculty or staff member.

## Ohio State University

**Office of Academic Affairs:** (<http://hr.osu.edu/worklife/faculty>) Date Accessed: 02/06/2015

- Current member institution of HERC.
- ACTIVITIES
  - The chair or dean of the hiring unit identifies the opportunity hire and establish whether the potential candidate would be an appropriate fit for and meet the appointment criteria in that unit. Once there is an agreement to offer an appointment, the Office of Academic Affairs provides a third of the initial salary for a period of three years.
  - Upon appointment, salary agreement is done and the Memorandum of Understanding must be signed by the couple.
- POLICIES
  - Allocated funds to help support dual career academic appointments by providing three years of partial salary. The remaining salary and all of the benefits are split between the hiring units.
  - Allocations to this fund are made annually and disbursements are subject to the availability of funds at the time of the request.
- REQUIREMENTS
  - Must be a spouse/partner of a faculty or academic member.

## Oregon State University

**Office of Human Resources:** (<http://hr.oregonstate.edu/manual/dual-career-hiring>)

Date Accessed: 02/06/2015

- Current member institution of HERC.
- ACTIVITIES
  - Academic administrator identifies priority candidate applying for a tenure track position and has a partner pursuing academic employment. The unit administrator is responsible for contacting other units for potential of dual career hiring.
  - Provost's Dual Career Hiring Initiative: <http://oregonstate.edu/leadership/sites/default/files/provosts-dual-career-hiring-initiative.pdf>
- POLICIES
  - Allocated funds to help support dual career academic appointments by providing three years of partial salary. The remaining salary and all of the benefits are split between the hiring units. After three years, the hiring units will assume all responsibility for salary and related costs.
  - Once the proposals are submitted, a decision to fund the position will be made in 204 working days.

- REQUIREMENTS
  - CV of primary and partner hire.
  - Statement indicating the support of units' faculty, supervisor and dean.
  - Rationale for the dual career hire and what roles will the faculty members play (Undergraduate education, graduate education, research, outreach and engagement, or promoting and enhancing diversity).
  - Statement of the how the start-up costs for the two hires will be covered.
  - Statement of how the funding for the positions will be covered beyond the end of this hiring initiative funding.

## Purdue University

### **Office of Faculty Recruitment and Retention:**

(<http://www.purdue.edu/hr/OFRR/content/dualcareer.html>) Date Accessed: 02/09/2015

- Current member institution of HERC.
- ACTIVITIES
  - The office offers: Resume critique, job search guidance, interviewing skills, networking, and volunteer opportunities
  - The Provost's office may offer assistance with locating opportunities for faculty positions. Funding may be available to recruit or retain tenure-track faculty member by hiring the spouse/partner into a faculty tenure-track or tenured position.
  - The office of the Vice President for Human Resources will provide assistance with locating opportunities for non-faculty positions on campus.
  - For jobs off-campus, Purdue created a network with local companies to support dual career partners. [http://www.purdue.edu/hr/OFRR/content/dualcareer\\_candidate.html](http://www.purdue.edu/hr/OFRR/content/dualcareer_candidate.html)
- POLICIES
  - The Office works with the partners of faculty members to increase their opportunities for success in their search for local employment and transition to the Greater Lafayette area.
- REQUIREMENTS
  - Must be a current or prospective faculty's spouse or partner that is seeking job search assistance.

## Stanford University

### **Vice Provost for Faculty Development and Diversity:**

(<https://facultydevelopment.stanford.edu/diversity-and-community/work-life/dual-career>)

Date Accessed: 02/09/2015

- Current member institution of HERC.
- ACTIVITIES
  - Provides links to Career Development Resources, employment agencies, general job search resources, and the university's faculty and staff job search sites.
  - *The Clayman Institute for Gender Research*: <http://gender.stanford.edu/dual-career-academic-couples> offers online resources and partnerships, research on the topic, dual career toolkit, videos of conferences, research reports, among other resources.
- POLICIES

- Encourage department chairs and chairs of search committees to contact the Vice Provost or the Assistant Vice-Provost as early as possible in the recruitment process to explore and facilitate the dual-career transition process.
- REQUIREMENTS

## Texas A&M University

**Office of the Dean of Faculties and the ADVANCE Center:** (<http://advance.tamu.edu/index.php/dual-career-program.html> & <http://advance.tamu.edu/index.php/dual-career-program-q-a.html>) Date

Accessed: 02/10/2015

- Current member institution of HERC.
- ACTIVITIES
  - Dual-Career Program Coordinator works closely with the Office of the Dean of Faculties to facilitate the process of placement for dual-career couples.
  - ADVANCE office will offer the following services: personalized service, networking assistance, cover letter and resume critique, information about local companies, referrals for informational interviews, topical consultations, and access to job openings at TAMU and within the community.
- POLICIES
  - Assist faculty candidates and current faculty in balancing their work with the conflicting demands of life events.
  - Maintain and strengthen the institution's ability to recruit and retain diverse faculty of excellence who are part of a dual-career couple.
  - The Office of the Dean of Faculties works to place faculty partners seeking faculty positions at TAMU (tenure-track, tenured, and academic professional track).
  - The ADVANCE Center works to place faculty partners seeking non-faculty positions at TAMU and in the community.
  - In 2016, programming of both offices will be merged.
  - The Dean of Faculties office provides and administers bridge funds to academic units that create positions to employ the partner of a prospective or a current faculty member. These funds are only available for positions within TAMU and not for positions within the community. If a position is made available, all three units (DoF, hiring unit and faculty unit) contribute to the partner's salary for the first few (usually two) years of the appointment. The expectation thereafter is that the partner's hiring unit will maintain and fund the position. It should be noted that bridge funds are finite and, when allotted, are on a first-come first-served
- REQUIREMENTS
  - Must be a current or prospective faculty's spouse or partner that is seeking job search assistance.

## University of California, Berkeley

**Faculty Recruitment and Retention Services:** (<http://calcierge.berkeley.edu/> & <http://calcierge.berkeley.edu/dual-career-services.html>) Date Accessed: 02/10/2015

- Current member institution of HERC.

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- ACTIVITIES
  - CALcierge also consults and supports partners and spouses in their job search with the following services: assistance with resume and cover letter writing, referrals to job network resources, career development resources and job search guidance.
  - Had a Partners Hire Program (<http://facultyequity.chance.berkeley.edu/resources/partnerhire.shtml>); however link no longer works.
- POLICIES
  - For partner hires who may meet the standards for Berkeley faculty or research appointments, the Vice Provost will coordinate and facilitate cooperation between departments and schools.
  - CALcierge assists partners who are seeking non-academic employment.
- REQUIREMENTS

## University of California, Davis

**Office of the Vice Provost – Academic Affairs:** (<http://popprogram.ucdavis.edu/>)

Date Accessed: 02/10/2015

- Current member institution of HERC.
- ACTIVITIES
  - Must submit a written request form the dean of the school or college that is recruiting the faculty member. POP will then provide assistance to the prospective or current faculty member and their partner/spouse.
  - Offer resume critique and job search help.
- POLICIES
  - Supports department and deans offices in the recruitment and retention of outstanding faculty.
  - FORMS:
    - POP Request for Consideration: <https://academicpersonnel.ucdavis.edu/FormsOnLine.cfm>.
    - College request for POP consideration: [http://popprogram.ucdavis.edu/doc/POP%20form%20w\\_Visa%20Field%202013.pdf](http://popprogram.ucdavis.edu/doc/POP%20form%20w_Visa%20Field%202013.pdf).
    - Sample memorandum of understanding for non-senate and/or staff position: [http://popprogram.ucdavis.edu/doc/guidelines\\_c.doc](http://popprogram.ucdavis.edu/doc/guidelines_c.doc).
    - Sample memorandum of understanding for academic senate position: [http://popprogram.ucdavis.edu/doc/guidelines\\_d.doc](http://popprogram.ucdavis.edu/doc/guidelines_d.doc).
- REQUIREMENTS
  - Eligibility is limited to full-time Academic Senate Ladder Rank faculty, Cooperative Extension Specialists, and members of the Senior Management Group.

## University of California, San Diego

**Human Resources – Faculty & Staff:** (<http://blink.ucsd.edu/HR/services/new/partner.html>)

Date Accessed: 02/10/2015

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- Current member institution of HERC.
- ACTIVITIES
  - Provides online and in-person career and relocation assistance to spouses and partners of academic appointees.
  - Services include: needs assessment, career search guidance, resume and cover letter development, networking, company and industry search, and interviewing and salary negotiation.
  - Must submit a request form signed by the candidate's department chair:  
[http://academicaffairs.ucsd.edu/files/aps/partneropp/POP\\_Request\\_for\\_Service\\_For\\_m.pdf](http://academicaffairs.ucsd.edu/files/aps/partneropp/POP_Request_for_Service_For_m.pdf).
- POLICIES
- REQUIREMENTS
  - General campus ladder-rank faculty candidates and appointees.
  - Senior management positions with academic appointments.

## University of California, Santa Cruz

**Employment – Academic Personnel:** (<http://apo.ucsc.edu/employment/faculty-relocation/dual-career-resources%20.html>)

Date Accessed: 02/10/2015

- Current member institution of HERC.
- ACTIVITIES
  - Services include: career assessment and counseling, information about employment and local opportunities, networking, forwarding resumes to potential employers, assistance for job search, and provides referrals to career partners
- POLICIES
  - The eligible populations for this program are spouses and partners of full-time university appointees who are members of the Academic Senate or who hold equivalent academic titles, members of the Senior Management Group, and acting assistant professors.
  - Services are offered to spouses or partners during recruitment, at the time a new appointment is made, when retention is an issue for the UCSC employee and the spouse or partner's career needs are a consideration, and under special circumstances and with the approval of an administrator.
- REQUIREMENTS

## University of Chicago

**Human Resources – Faculty Relocation:** ([http://women.uchicago.edu/page/dual-career-office & http://dualcareers.uchicago.edu/](http://women.uchicago.edu/page/dual-career-office-&http://dualcareers.uchicago.edu/)) Date Accessed: 02/11/2015

- Current member institution of HERC.
- ACTIVITIES
  - Services offered: assistance with job search, developing networks, and identifying important resources.
- POLICIES

- Our services are especially intended for the partners and spouses of individuals we are recruiting to our faculty and faculty members who have worked at the University for fewer than two years.
- The Provost reserves significant resources to assist partners seeking employment within the University. Decisions on the allocation of these resources are made in consultation with the deans and chairs of the academic units involved and in accord with appropriate search processes.
- REQUIREMENTS

## University of Maryland

**Office of the Provost:** (<http://www.faculty.umd.edu/newfaculty/dualcareer.html>)

Date Accessed: 02/11/2015

- Current member institution of HERC.
- ACTIVITIES
  - Help conducting effective job search both before and after the move to the area.
  - Request more information: <http://www.faculty.umd.edu/newfaculty/infoform.html>.
- POLICIES
- REQUIREMENTS

## University of Michigan

**Office of the Provost:** ([http://www.provost.umich.edu/programs/dual\\_career/index.html](http://www.provost.umich.edu/programs/dual_career/index.html) & <http://hr.umich.edu/empserv/dual/index.html>)

Date Accessed: 02/11/2015

- Current member institution of HERC.
- ACTIVITIES
  - Services available only to partners of tenured and tenured track faculty: the dual career partner is assisted by the coordinator to search for non-academic jobs by arranging informational interviews, providing resume review and critique, providing networking support for the greater Ann Arbor region, providing resources for local and area job postings, assisting with online networking resources and connecting to resources to help with any other issues.
  - A guide for Prospective or Current Faculty & Their Partners: [http://www.provost.umich.edu/programs/dual\\_career/Dual\\_Career\\_Services%20Jan%202011.pdf](http://www.provost.umich.edu/programs/dual_career/Dual_Career_Services%20Jan%202011.pdf).
  - A Guide for Academic Dual Career Couples: [http://www.provost.umich.edu/programs/dual\\_career/Academic\\_DC\\_Services%20Jan%202011.pdf](http://www.provost.umich.edu/programs/dual_career/Academic_DC_Services%20Jan%202011.pdf).
  - The prospective faculty member expresses their interest on dual career to the chair of the search committee, the dean or the department chair. The school, college or department will then take the lead in gathering initial information about the dual career partner.
- POLICIES
- REQUIREMENTS

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## University of Minnesota

**Office of Human Resources:** (<http://www1.umn.edu/ohr/rap/spousepartner/index.html>)

Date Accessed: 02/11/2015

- Current member institution of HERC.
- ACTIVITIES
  - Offer Employee Assistance Program (<http://www1.umn.edu/ohr/wellness/eap/index.html>), resume and career development, and networking.
  - Brochure: [http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr\\_8702\\_0.pdf](http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_8702_0.pdf). Informs about additional services offered by other departments and organizations in the university.
- POLICIES
  - The relocation Assistance Program (RAP) offers support and resources to help spouses or partners explore employment options in the community.
  - Bridge Funding – The University’s Office for Equity and Diversity has established two bridge funds designed to increase diverse faculty hires: The Bridge Fund for Faculty of Color Hires and the Bridge Fun for Spousal/Partner Hires. (<https://diversity.umn.edu/idea/bridgefunding>)
  - A prospective faculty/staff partner/spouse can apply for a particular job at the university and RAP will send an acknowledgement letter to the associated department indicating the affiliation with the University.
  - A prospective faculty/staff partner/spouse is entitled to apply for Professional and Administrative (P&A) “internal candidates only” positions. The University of Minnesota has policies that permit the hiring of a spouse/partner without a search. ([http://policy.umn.edu/Policies/hr/Hiring/RECRUITFACPA\\_PROC14.html](http://policy.umn.edu/Policies/hr/Hiring/RECRUITFACPA_PROC14.html))
- REQUIREMENTS

## University of Missouri

**Equity Office:** (<http://equity.missouri.edu/recruitment-hiring/partners.php>)

Date Accessed: 02/13/2015

- Current member institution of HERC.
- ACTIVITIES
  - Website talks about the importance of Dual-Career hiring and the impact it may have on institutions. ([http://gender.stanford.edu/sites/default/files/DualCareerFinal\\_0.pdf](http://gender.stanford.edu/sites/default/files/DualCareerFinal_0.pdf))
  - The University does not appear to have an established department or process to deal with Dual-Career Couples.
- POLICIES
- REQUIREMENTS

## University of Notre Dame

**Office of Human Resources:** (<http://hr.nd.edu/employment-opportunities/dualcareer/>) Date Accessed: 02/13/2015

- Current member institution of HERC.
- ACTIVITIES
  - Services include: Referral, initial consultation and customized assistance. Others include: job search assistance, networking, access to job openings at the University, reference letter, resume/CV and cover letter critique, and other job search information.
- POLICIES
  - Serve the spouse or partner of a new permanent faculty or staff member placed following a regional/national search, or the spouse or partner of a continuing faculty or staff member.
  - Priority is given to those individuals whose spouse or partner has been employed at the University less than one year.
- REQUIREMENTS
  - Must be authorized to work in the United States.

## University of Oregon

**The Office Of Academic Affairs:** (<http://ups.uoregon.edu/node/61> & <https://academicaffairs.uoregon.edu/dual-career-support>) Date Accessed: 02/13/2015

- Current member institution of HERC.
- ACTIVITIES
  - Career Partners Program
    - The University of Oregon's Career Partners Program supports tenure-related faculty recruitments where the spouse or partner is also suitably qualified for a tenure-related position.
    - The primary purpose is to recruit excellent new faculty who will advance the academic priorities of the University within the context of inclusion, equity and diversity. In exceptional cases, this program may be used for the retention of current tenure-related faculty who meet this description.
    - 1/3 of the initial salary by the University and OPE for this partner hire on a recurring basis, 1/3 by the recruiting unit of the initial hire, and 1/3 by the hiring unit of the partner. Subsequent salary increases are the responsibility of the hiring unit or college of the partner.
    - REQUIREMENTS/Hiring Process
      - The partner has obtained the terminal degree appropriate for the field.
      - The hiring unit (of the partner) has properly reviewed and vetted the partner's academic record and has indicated its full approval for this second hire.
      - Both the unit making the initial hire and the hiring unit of the partner are willing to make a substantial and ongoing financial contribution toward the salary and benefits for the partner hire, including salary increases over time.

- The dual hire clearly furthers the university's fundamental goal of academic excellence, as consistent with our academic priorities, within the context of equity, inclusion and diversity.
  - Preferences will be given to those cases where a strong record of academic achievement is already established.
  - In no case are partner hires guaranteed or automatic.
- Dual Career Bridge Program
- The Dual Career Bridge Program also supports tenure-related faculty recruitments, providing opportunities for qualified spouses or partners in non-tenure-related faculty or administrative positions. While these partner appointments most typically support the recruitment of tenure-related faculty, they may occasionally be used when the initial hire is an outstanding candidate in a career non-tenure-track position or an officer of administration in a senior leadership position with no expectation of associated tenure. In exceptional cases, they may be used for retention.
  - 1/3 of the initial salary by the Office of Academic Affairs and OPE for a period of up to three years, 1/3 by the recruiting unit of the initial hire, and 1/3 by the hiring unit of the partner. Subsequent salary increases are the responsibility of the hiring unit or college of the partner. If the appointment is to be extended, the hiring unit of the partner typically assumes full financial responsibility and needs to submit a financial plan for absorbing the cost of the partner hire.
  - REQUIREMENTS/Hiring Process
    - The partner has obtained the appropriate degree for the field, holds appropriate credentials for the field, and/or has a demonstrated record of relevant achievement.
    - The hiring unit (of the partner) has properly reviewed and vetted the partner's record and has indicated its full approval for this second hire.
    - Both the unit making the initial hire and the hiring unit of the partner are willing to make a substantial and ongoing financial contribution toward the salary and benefits for the partner hire, including salary increases over time.
    - The dual hire clearly furthers the university's fundamental goal of academic excellence, as consistent with our academic priorities within the context of equity, inclusion and diversity.
    - Preferences will be given to those cases where a strong record of achievement is already established.
    - In no case are partner hires guaranteed or automatic.
- Faculty Fellowship Program
- Limited amount are available on a one-time basis to partners of newly-hired faculty or faculty the University is seeking to retain.
  - It is mean to provide an initial professional "landing site" allowing time for the individual to seek employment in the local area, as well as providing opportunities to interact with departmental colleagues, to use university libraries, and to attend seminars and colloquia. It may carry academic rank.
  - Faculty Fellowship appointment is \$10000. The Office of Academic Affairs will contribute \$7000 (and associated variable OPE), with the remaining \$3000 provided by the recruiting department of the initial hire.

- REQUIREMENTS/Hiring Process
      - The hiring (or “host”) unit of the partner establishes job expectations for the appointment and the professional qualifications of the Faculty Fellow applicant meet the minimum requirements for these duties.
      - The hiring unit (of the partner) has properly reviewed and vetted the partner’s record and has indicated its full approval for this second hire.
      - The unit making the initial hire, the hiring unit of the partner, or both are willing to make a financial contribution toward the salary and benefits for the partner hire.
      - The dual hire clearly furthers the university’s fundamental goal of academic excellence, as consistent with our academic priorities within the contexts of equity, inclusion and diversity.
      - Preferences will be given to those cases where a strong record of achievement is already established.
      - In no case are partner hires guaranteed or automatic.
    - General Employment Assistance
      - Contact HR (<http://hr.uoregon.edu/worklife>) or go to HERC ([http://www.hercjobs.org/greater\\_oregon/](http://www.hercjobs.org/greater_oregon/)).
- POLICIES
  - The Academic Affairs office, The Office of Equity and Inclusion, the Office for Research and Innovation, and each of the school and colleges work together to recruit and retain highly-qualified faculty and administrative work force. The university has three main programs supporting dual-career hiring.
- PROCEDURE
  - Initial Negotiation
  - Request for funding  
([https://academicaffairs.uoregon.edu/sites/academicaffairs1.uoregon.edu/files/Dual%20career%20pre-auth%20form\\_9-8-14.pdf](https://academicaffairs.uoregon.edu/sites/academicaffairs1.uoregon.edu/files/Dual%20career%20pre-auth%20form_9-8-14.pdf)) to the Office of Academic Affairs with partner candidate’s C.
  - Formal Dual Career Agreement once hiring details are finalized  
([https://academicaffairs.uoregon.edu/sites/academicaffairs1.uoregon.edu/files/Dual%20career%20funding%20agreement\\_9-8-14.pdf](https://academicaffairs.uoregon.edu/sites/academicaffairs1.uoregon.edu/files/Dual%20career%20funding%20agreement_9-8-14.pdf)).
  - Request to Offer with Waiver of Search: The required documentation for the spousal appointment at the proposed rank is compiled by the partner’s hiring unit and submitted via the dean’s office to Unclassified Personnel Services (UPS) with the following forms: Request to Offer (RTO) (<http://ups.uoregon.edu/content/pwaappt-overview-requests-offer-rto>), Request for Waiver of Unclassified Search Process form (<http://ups.uoregon.edu/sites/ups.uoregon.edu/files/ups/Request%20for%20Waiver%20of%20Search%20rev%20Mar%202014.pdf>), copy of the Dual Career Agreement form ([https://academicaffairs.uoregon.edu/sites/academicaffairs1.uoregon.edu/files/Dual%20career%20funding%20agreement\\_9-8-14.pdf](https://academicaffairs.uoregon.edu/sites/academicaffairs1.uoregon.edu/files/Dual%20career%20funding%20agreement_9-8-14.pdf)), applicant’s CV, and a short application form (<http://ups.uoregon.edu/sites/ups.uoregon.edu/files/ups/EmplAppShort%20rev%200314.pdf>).

## University of Virginia

**Human Resources:** (<http://hr.virginia.edu/other-hr-services/hr-consulting-services/employment/dual-career-program>) Date Accessed: 02/13/2015

- Current member institution of HERC.
- ACTIVITIES
  - Brochure: [http://hr.virginia.edu/uploads/documents/media/DualCareersUVAbrochure\\_FINAL\\_10.26.pdf](http://hr.virginia.edu/uploads/documents/media/DualCareersUVAbrochure_FINAL_10.26.pdf)
  - Offer Job search support and other services.
- POLICIES
  - Only newly hired faculty within the last year and faculty that anticipate working for the University are eligible.
- REQUIREMENTS
  - Fill out initial questionnaire: <http://hr.virginia.edu/uploads/documents/forms/DCRQ1.pdf>

## University of Wisconsin at Madison

**Office of the Provost:** (<http://provost.wisc.edu/dual-career.htm> & <http://provost.wisc.edu/dual-career-services.htm>) Date Accessed: 02/13/2015

- Current member institution of HERC.
- ACTIVITIES
  - Dual-Career Couple funding may be available to recruit or retain a tenure-track faculty member by hiring the spouse/partner into a faculty tenure-track or tenured position, or a long-term academic staff teaching position. The department chair may request funding through his/her dean's office.
  - The department chair or search committee chair of the faculty hire may be able to offer assistance with locating opportunities for campus non-faculty positions.
  - Services include: Networking and career resource assistance.
- POLICIES
  - The University of Wisconsin-Madison recognizes that the decision to accept a university position is often made based on the availability and quality of employment for the spouse or partner.
- REQUIREMENTS

## West Virginia University

**Human Resources:** (<http://dualcareer.hr.wvu.edu/>) Date Accessed: 02/13/2015

- Current member institution of HERC.
- ACTIVITIES
  - Services include: Job search assistance, support and advice on resumes, CV's, cover letters and interviewing techniques, networking, referral for informational interview both at the university and in the community (upon request), and other job search information.
- POLICIES
  - The Program is available for :

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- The spouse or partner of a newly hired, full-time, benefits-eligible West Virginia University faculty member AND have lived in the area for less than 12 months;
  - The spouse or partner of a newly hired, full-time, benefits-eligible West Virginia University senior staff member (senior staff is defined as a working title of Assistant Vice President, Vice President, Department Chair, Dean, or FEAP Director and above) AND have lived in the area for less than 12 months;
  - The spouse or partner of a current full-time, benefits-eligible faculty member may enter the Dual Career Program if a written request is submitted directly by the College Dean or Department Chair.
- Services are available to eligible participants up to 18 months from date of enrollment or until gainful employment is secured.
- REQUIREMENTS
  - Complete online form: <http://westvirginiauniversityhr.wufoo.com/forms/start-here-dual-career-program/>

## Wright State University

**LEADER Consortium:** (<http://www.wright.edu/leader/dualcareer.html>) Date Accessed: 02/13/2015

- Current member institution of HERC.
- ACTIVITIES
  - Resume-Sharing Program: spouses/partners may submit their CVs to be shared among the partner institutions for possible consideration or invitation to apply to open positions.
  - Neighboring Institutions Program: the LEADER Consortium identifies 2-year and 4-year institutions within an 80-mile radius of Dayton.
- POLICIES
- REQUIREMENTS

## Duke University

**Office of the Provost:** (<http://provost.duke.edu/faculty-resources/advantages/> & <http://provost.duke.edu/faculty-resources/advantages/dualpartner-careers/>)

Date Accessed: 02/16/2015

- ACTIVITIES
  - The University currently has a program under the Office of the Provost to support the hiring of partners; however, there is no specific process or more information about services offered.
- POLICIES
- REQUIREMENTS

## Iowa State University

**Office of the Senior Vice President and Provost:** (<http://www.provost.iastate.edu/what-we-do/diversity/pfo/dualcareer>) Date Accessed: 02/16/2015

- Current member institution of HERC.
- ACTIVITIES

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- Assistance in exploring faculty employment opportunities on campus which require partial funding from the office or on campus through individual consultation with Human Resources.
- Support through a university-contracted career coach (WorkLife Design, Inc.) for career exploration, and job search assistance, information/tools, and networking.
- **POLICIES**
  - Help identify career options for the partners of new faculty and senior-level administrators.
    - For partners/spouses of new tenure-eligible faculty members and senior-level administrators; who are part of a recruitment or hiring effort; who have lived in the area for less than two years.
- **REQUIREMENTS**
  - For an on-campus faculty employment opportunity, the primary faculty member should discuss dual career need with the department chair. If a position is identified, the department chair needs to submit to the Associate Provost for Faculty a request for partial salary support ([http://www.provost.iastate.edu/sites/default/files/uploads/recruitment/Request%20for%20salary%20support\\_9-16-14.docx](http://www.provost.iastate.edu/sites/default/files/uploads/recruitment/Request%20for%20salary%20support_9-16-14.docx)).
    - For more details regarding Salary support for Recruitment and Retaining Tenured and Tenure eligible faculty: <https://www-provost.sws.iastate.edu/help/recruitment/salary-support>.
  - For off-campus employment opportunities, the university has contracted WorkLife Design, Inc. to offer career coaching. The cost (\$2000) is split between the hiring unit and the Senior Vice President and Provost.

## James Madison University

### **Human Resources-Recruitment & Employment Services:**

(<http://www.jmu.edu/humanresources/recruitment/c3/>) Date Accessed: 02/16/2015

- **ACTIVITIES**
  - Support varies from simple guidance and information about community resources and organizations to assisting the relocating spouse/partner with their area job search.
  - Brochure: <http://www.jmu.edu/humanresources/files/c3-infographic.pdf>
  - Career services offered include: general information on employment in the region, referrals to job networking and career development resources, job search guidance, networking, assistance with resume and interview preparation.
- **POLICIES**
  - Career Services are only offered for one year or until partner secures employment, whichever comes first.
  - Career Services may only be used once to find initial employment.
- **REQUIREMENTS**
  - Families of prospective employees in the final stages of the recruiting process or recently hired full-time faculty or staff members relocating to the area.
  - Submit Career Services Intake form: <http://www.jmu.edu/humanresources/files/c3-intake-form-pdf.pdf>.

## Kansas State University

**Office of Diversity:** (<http://www.k-state.edu/diversity/>) Date Accessed: 02/16/2015

- ACTIVITIES
  - The University is currently developing a Diversity Strategic Plan, “K-State 2025” (<http://www.k-state.edu/2025/initiatives/diversity/>) to support Dual Career endeavors and resources. (<http://www.k-state.edu/2025/documents/2025-5-faculty-staff-final-action-plan.pdf>)
  - 2008-2013 Strategic Planning: <http://www.k-state.edu/diversity/docs/Strategic-Plan-Diversity-2008-2013.pdf>
  - “Toward a Deeper Realization of Diversity at Kansas State University – A status report for The Higher Learning Commission” 2002-2012: <http://www.k-state.edu/diversity/docs/hlcdiversity.pdf>.
  -
- POLICIES
- REQUIREMENTS

## Michigan Technological University

**Academic Affairs:** (<http://www.mtu.edu/provost/academic-policies/dual-career/>)

Date Accessed: 02/16/2015

- ACTIVITIES
  - Brochure: [http://www.mtu.edu/provost/academic-policies/dual-career/DC\\_Brochure.pdf](http://www.mtu.edu/provost/academic-policies/dual-career/DC_Brochure.pdf)
  - Assist in identifying local and regional networking contacts.
- POLICIES
  - Spouse/partner of new faculty hires with their employment search and networking in the community for their first two years in the area.
  - Spouse/partner of candidates of a national search or when an issue of retention is identified.
- REQUIREMENTS

## Northern Arizona University

**Human Resources:** (<http://nau.edu/Human-Resources/Benefits/Other-Benefits/Partner-Assistance/>)

Date Accessed: 02/18/2015

- ACTIVITIES
  - Submit the Partner Assistance Program request form and the Partner Fact Sheet to the Partner Assistance Program representative.
  - Once deemed eligible, paperwork will be forwarded to the Office of Affirmative Action. (<http://nau.edu/affirmative-action/>)
  - Upon approval from Affirmative Action, the office sends a letter to the partner stating that the partner is a participant in the program. This letter may be attached to University applications for employment, and may also serve as a letter of introduction to other offices where partner benefits may be secured.
  - Other Services offered: job search assistance and networking.

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- Benefits for participants: Equivalent Cline Library privileges as partner, staff parking privileges, access to the Employee Assistance and Wellness office, access to on-campus housing (when required), and access to recreation and other university facilities.
- POLICIES
  - Eligible if candidate can present evidence of marriage (marriage license, reciprocal wills, dependent children, co-habited primary residence, joint banking or savings account, or naming one another as primary beneficiaries of life insurance policies, pension or retirement plans).
  - For partners with academic or faculty qualifications and if appropriate and subject to the needs and approval of the affected department/unit, the university may consider the following: adjunct faculty status in the appropriate department/unit, one-year renewable teaching-research fellowship, instructor or lecturer line, shared position, one-half to full time tenure track position.
- REQUIREMENTS
  - Marriage license
  - Partner request form: [http://nau.edu/Human-Resources/\\_Forms/Partner-Request-Form/](http://nau.edu/Human-Resources/_Forms/Partner-Request-Form/)
  - Application/Partner Fact Sheet : [http://nau.edu/Human-Resources/\\_Forms/Partner-Fact-Sheet/](http://nau.edu/Human-Resources/_Forms/Partner-Fact-Sheet/)

## Pennsylvania State University

**Office of Human Resources – Work/Life Balance:** (<http://ohr.psu.edu/> & <http://psu.jobs/WorkLife/DualCareerProgram.html>) Date Accessed: 02/18/2015

- ACTIVITIES
  - The University has a Dual Career Program established but information about the process cannot be found.
  - Services offered: information and resources regarding the local area, Penn State Employment process, current job openings, local employers, networking leads and job strategies, resume and cover letter preparation, interview tips, local housing, public services and child care.
- POLICIES
- REQUIREMENTS

## University of Copenhagen (Denmark)

**International Staff Mobility:** (<http://ism.ku.dk/atdestination/dualcareerspousenetwork/>)

Date Accessed: 02/18/2015

- ACTIVITIES
  - Services offered include Career Counselling (<http://ism.ku.dk/atdestination/dualcareerspousenetwork/careercounselling/>), job search resources and information (<http://ism.ku.dk/atdestination/dualcareerspousenetwork/jobsearch/>), partners and networks (<http://ism.ku.dk/atdestination/dualcareerspousenetwork/partnersandnetworks/>).

- Newsletter: <http://ism.ku.dk/atdestination/dualcareerspousenetwork/newsletters/>
- Events & Courses: <http://ism.ku.dk/atdestination/dualcareerspousenetwork/eventsandcourses/>
- Brochure: [http://ism.ku.dk/downloads/KU\\_Spouse\\_network\\_net.pdf](http://ism.ku.dk/downloads/KU_Spouse_network_net.pdf)
- Handbook: [http://ism.ku.dk/downloads/spouse\\_handbook.pdf](http://ism.ku.dk/downloads/spouse_handbook.pdf)
- **POLICIES**
  - For partners and spouses of international employees at the University of Copenhagen.
- **REQUIREMENTS**

## University of Florida

**Office of the Provost:** (<http://www.aa.ufl.edu/dual-career>) Date Accessed: 02/18/2015

- **ACTIVITIES**
  - Services offered include referral service information to other academic institutions and employers in the area (<http://www.aa.ufl.edu/referral>) .
  - For academic hire, the partner or spouse must also be qualified for a faculty position at UF. With the agreement and cooperation of the Dean(s) and Department Chair(s) of both the original hire and the spouse/partner hire, cooperative funding may possibly be arranged across the two departments and the Provost's Office.
    - Procedure (<http://www.aa.ufl.edu/academic-hire>):
      - The Chair of the Department making the original hire contacts the Chair(s) of the Department(s) for which the spouse or partner may be qualified.
      - If the Department Chairs and Deans in both the original hiring department and the prospective spouse/partners department agree to the funding (1/3 funding: Department of original faculty hire, 1/3 funding: Department of spousal/partner hire, 1/3 funding: Provost's Office), then the following application form, signed by both Department Chairs and both Deans should be forwarded to the Provost who is managing Faculty Development (Dr. Angel Kwolek-Folland c/o Ileana McCray.)
      - The Provost's Office will consider making available 1/3 of the funds necessary for salary and benefit support for the spousal/partner hire. (3 years funding is maximum)
      - A tentative plan for continued employment of the spouse/partner's hire (after the Provost's Office share of the funding has ended) should be provided. If the request is related to the hire of an underrepresented group, please so indicate.
      - Spouses/partners hired under this arrangement should not be guaranteed employment beyond the 2-3 year funding period, unless full position funding will be made available by the partners hiring department or the original hiring department after the Provost's Office funding has ended.
- **POLICIES**
  - Services offered to the life partners of new faculty members.
- **REQUIREMENTS**

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- Application form :  
[http://www.aa.ufl.edu/Data/Sites/18/media/forms/dual\\_career\\_application\\_form.pdf](http://www.aa.ufl.edu/Data/Sites/18/media/forms/dual_career_application_form.pdf)

## University of Illinois

**Office of the Provost:** (<http://www.provost.illinois.edu/worklife/index.html> & <http://provost.illinois.edu/communication/08/index.html>) Date Accessed: 02/18/2015

- ACTIVITIES
  - Services are offered to spouses/partners of tenure-track and tenured faculty prospects.
  - Dual career academic couple nominations are accepted for partners who are entry-level, highly tenurable, and tenured faculty prospects. The term “highly-tenurable” applies to individuals who are currently holding assistant professorships elsewhere and have begun to establish a substantial record, but who are deemed not quite ready for a tenured appointment.
  - The executive officer of the first unit (i.e., the unit that is either recruiting a faculty member through a regular search process or trying to retain a current faculty member) is responsible for contacting the appropriate unit for possible employment of the partner and for negotiating an appropriate position.
  - The executive officer of the first unit must provide justification to appoint the partner in order to successfully recruit or retain the faculty member and must be willing to furnish at least 1/3 of the salary of the partner on an on-going basis.
  - The executive officer of the second unit (i.e., the prospective employer of the partner) must be able to justify the appointment on the basis of legitimate unit needs and the candidate’s qualifications, and must be willing to support 1/3 of the partner’s proposed salary on an on-going basis.
  - The units should forward the proposal through the appropriate channels (i.e., the deans of both the first and second units). Upon approval of a proposal from the two units, the Provost will provide a waiver of search and up to 1/3 of the partner’s salary.
  - Upon agreement between the executive officers of the two units, the executive officer of the employing unit of the partner should transmit, through appropriate channels, a request to the Office of the Provost to appoint the individual. The whole review process takes from 2-10 workdays.
- POLICIES
  - See “Communication No. 8”  
[http://provost.illinois.edu/communication/08/Communication\\_No\\_8\\_0112.pdf](http://provost.illinois.edu/communication/08/Communication_No_8_0112.pdf)
- REQUIREMENTS
  - Dual Career Appointment form :  
[http://provost.illinois.edu/communication/08/2013/Provost\\_Comm\\_8-Dual\\_Career\\_Appointment.pdf](http://provost.illinois.edu/communication/08/2013/Provost_Comm_8-Dual_Career_Appointment.pdf)
  - Transmittal for Dual Career Academic Couples Program:  
[http://provost.illinois.edu/communication/08/Comm08\\_attach01.pdf](http://provost.illinois.edu/communication/08/Comm08_attach01.pdf)

## University of Iowa

**Career Center:** (<http://careers.uiowa.edu/dcs>) Date Accessed: 02/18/2015

- ACTIVITIES

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- Services offered: updating resume/curriculum vitae, job search techniques, and provide information on ways to connect in the Iowa City-Cedar Rapids corridor
- Supports the International Higher Education Dual Career Association and manages the listserv.
- POLICIES
  - Services offered for spouse/partner of a newly hired permanent faculty or staff member, and that have lived in the area for less than 2 years.
- REQUIREMENTS

## University of Kentucky

**Office for Faculty Advancement:** ([http://www.uky.edu/Provost/APFA/Dual\\_career/index.php](http://www.uky.edu/Provost/APFA/Dual_career/index.php))

Date Accessed: 02/18/2015

- ACTIVITIES
  - Candidate or hire contacts the office to schedule a meeting.
  - Services offered: Relocation Resources and consulting, local employment referral and resources, job search assistance and networking.
  - Brochure : [http://www.uky.edu/Provost/APFA/Dual\\_career/dual\\_career\\_all.pdf](http://www.uky.edu/Provost/APFA/Dual_career/dual_career_all.pdf)
- POLICIES
- REQUIREMENTS

## University of Nebraska, Kearney

**Dual Career Program:** (<http://www.unk.edu/offices/dcp/>) Date Accessed: 02/18/2015

- ACTIVITIES
  - Services offered: networking, job search information and resources, and resume and cover letter review.
  - An appointment is made for resume review and job assistance consulting.
- POLICIES
  - Services offered to partners of employees at the university that have lived in the area for less than two years.
- REQUIREMENTS

## University of Northern Iowa

**Human Resources:** (<http://www.uni.edu/hrs/> &

[http://www.vpaf.uni.edu/relocation\\_resources/relocation\\_info.asp](http://www.vpaf.uni.edu/relocation_resources/relocation_info.asp)) Date Accessed: 02/18/2015

- ACTIVITIES
  - The university does not have a dedicated website or source of information about the Dual Career process. It offers various links as a relocation resource.
- POLICIES
- REQUIREMENTS

## University of Saskatchewan (Canada)

(<http://working.usask.ca/>) Date Accessed: 02/18/2015

- ACTIVITIES
  - The university does not offer much information or guidance to find resources for the Dual Career program. “The Employee Assistance Program” might offer these services but more information needs to be requested. (see Excel document for contact information)
- POLICIES
- REQUIREMENTS

## University of Utah

**Human Resources:** (<https://www.hr.utah.edu/dualcareer/>) Date Accessed: 02/20/2015

- ACTIVITIES
  - Services offered: networking, identifying work openings, job search information and resources.
  - Dual Career Resources – Employment Resources:  
[https://www.hr.utah.edu/dualcareer/employment\\_resources.php](https://www.hr.utah.edu/dualcareer/employment_resources.php)
- POLICIES
  - All employees that qualify must contact the Dual Career Resources Coordinator within one month of starting their on-line orientation modules in order to be eligible for assistance.
- REQUIREMENTS
  - Employee: new or relocated from outside of Utah for a position at the university, regular position (full-time, permanent and fully benefits-eligible), enroll in Dual Career Resources within one month of orientation.
  - Partner: seeking full-time employment and have all the legal documentation to be able to work in Utah.

## University of Victoria (Canada)

**Human Resources:** (<http://www.uvic.ca/hr/>) Date Accessed: 02/20/2015

- ACTIVITIES
  - Although the university appears in HERC’s non-member institutions with Dual Career programs, no specific information regarding dual career hiring or resources could be found in the university’s website.
- POLICIES
- REQUIREMENTS

## Utah State University

**Office of the Executive Vice President and Provost:**

([http://www.usu.edu/provost/faculty/work\\_and\\_family/dual\\_career.cfm](http://www.usu.edu/provost/faculty/work_and_family/dual_career.cfm)) Date Accessed: 02/20/2015

- ACTIVITIES

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- USU Policy #385 (<http://www.usu.edu/hr/files/uploads/Policies/385.pdf>) states the instances where the Dual Career Assistance can waive university search guidelines to accommodate dual career couples.
- Procedures for Dual Career Assistance (<https://usu.edu/hr/files/uploads/Procedures%20for%20USU%20Policy%20385%20revised%20092012.pdf>)
  1. Inform candidates about dual career opportunities
  2. Request Dual career assistance by couple
  3. Identify possibilities for assistance
  4. Contact Target Units
    - a. Where a currently existing open position is unfilled, the on-going search will be put on hold to evaluate the potential candidate
    - b. Where a new position is proposed to meet an identified institutional need, a clear job description with candidate qualifications needs to be articulated to establish the institutional need.
  5. Evaluate and interview the potential DCA candidate.
  6. If the DCA candidate is satisfactory by the department, a financial package will be negotiated.
  7. Making an offer of employment.
  8. Hire process evaluation- a note about using USU Policy #385
- Dual Career Assistance Protocol : [http://www.usu.edu/provost/faculty/work\\_and\\_family/doc/DualCareerProtocol.pdf](http://www.usu.edu/provost/faculty/work_and_family/doc/DualCareerProtocol.pdf)
- **POLICIES**
  - Cooperation between the academic and administrative leadership, Human Resources, the Affirmative Action/Equal Opportunity office, and the office of the Executive Vice President and Provost
- **REQUIREMENTS**
  - Submit the partner's resume and CV.

## University of Rochester

**Office for Faculty Development and Diversity:** (<http://www.rochester.edu/diversity/faculty/dualcareer>)

Date Accessed: 02/20/2015

- Current member institution of Upstate New York HERC.
- **ACTIVITIES**
  - No specific information regarding dual career hiring or resources could be found in the university's website.
- **POLICIES**
- **REQUIREMENTS**

## Marshall University

**ADVANCE office:** (<http://www.marshall.edu/mu-advance/DualCareer.asp>)

Date Accessed: 03/03/2015

- **ACTIVITIES**

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- Candidate must make the department chair aware of dual career needs. Once the contact has been made, a consultation appointment will be made to assess the needs.
- MU-Advance Partnership with Career Services to provide personalized employment assistance to spouses/partners of new faculty.
- Networking in the Tri-State area with professionals in their career field.
- Services offered include: Resume/CV review, interviewing tips, assistance developing cover letters, networking, career coaching and information about area.
- POLICIES
  - Services are offered to the spouse/partner of a newly hired faculty up to six months.
- REQUIREMENTS
  - None specified only to follow policy.

## Montana State University

**Human Resources:** (<http://www.montana.edu/hr/dualcareer/> & <http://www.montana.edu/nsfadvance/>) Date Accessed: 03/03/2015

- ACTIVITIES
  - No specific information regarding dual career hiring or resources could be found in the university's website.
- POLICIES
- REQUIREMENTS

## Rice University

**ADVANCE:** (<http://www.advance.rice.edu/Content.aspx?id=81>) Date Accessed: 03/05/2015

- ACTIVITIES
  - No specific information regarding dual career hiring or resources could be found in the university's website.
  - Articles addressing the importance of improving Female and Underrepresented Minority Recruitment:
    - <http://www.advance.rice.edu/WorkArea/DownloadAsset.aspx?id=124>
    - <http://www.advance.rice.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=223>
    - [http://www.advance.rice.edu/uploadedFiles/Resources/Resource\\_files/FacultySearchGuide%20March8\\_2010.doc](http://www.advance.rice.edu/uploadedFiles/Resources/Resource_files/FacultySearchGuide%20March8_2010.doc)
- POLICIES
  - Interview guidelines: <http://www.advance.rice.edu/WorkArea/DownloadAsset.aspx?id=121>
- REQUIREMENTS

## University of Nebraska at Lincoln

**ADVANCE:** (<http://advance.unl.edu/> & <http://advance.unl.edu/dualcareer/>)

Date Accessed: 03/05/2015

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- ACTIVITIES
  - The department must notify the ADVANCE office of a dual career hire. Then the assistance will be available for their campus interview.
  - Department notifies ADVANCE office of short-list candidate's dual career potential, then the office will work with the department and target departments to determine position availability. Department notifies ADVANCE office of interview dates.
  - Resources for Work-Life Integration:
    - [http://svcaa.unl.edu/faculty/policies/work\\_life\\_balance.shtml](http://svcaa.unl.edu/faculty/policies/work_life_balance.shtml)
  - The Career Services Office offers services to find jobs in the area (outside the university)
    - <http://www.unl.edu/careers/>
- POLICIES
  - The ADVANCE office operates independently of each department's search process, is eager to work with women in STEM fields who have an academic partner and with applicants for positions in other disciplines whose partner is a woman in a STEM field.
  - When looking to hire a potential candidate with dual career needs, ADVANCE office pays for travel expenses of interviewee.
    - (<http://advance.unl.edu/letter%20to%20clarify%20travel%20expenses.docx>)
- REQUIREMENTS

## University of California at Irvine

**ADVANCE:** (<http://advance.uci.edu/> & <http://www.ap.uci.edu/programs/careerpart/CareerPartners-FTE.html>) Date Accessed: 03/05/2015

- ACTIVITIES
  - Member institution of HERC.
  - Faculty Recruitment Process:
    - <http://advance.uci.edu/Brochure%20PDF/FACULTY%20RECRUITMENT%20-%20Achieving%20Equity%20&%20Diversity%20-%202013.pdf>
  - Best Practices: The Search Committee and the Campus Visit:
    - <http://advance.uci.edu/Brochure%20PDF/FACULTY%20RECRUITMENT%20-%20Best%20Practices%20-%202012.pdf>
  - Guidelines for multi-unit & multi-disciplinary faculty recruitments:
    - <http://advance.uci.edu/Brochure%20PDF/FACULTY%20RECRUITMENT%20-%20Multi-Unit%20Search%20-%202012.pdf>
  - Career Partner Requests
    - After the primary candidate's unit and partner's unit have agreed to pursue the Career Partner hire, the Chair of the primary unit should submit a request to the Executive Vice Chancellor for the final 1/3 of the funding, including:
      - An explanation of the primary recruitment effort giving rise to the request for a Career Partner position.
      - Statements of support for the proposal from the Chair and Dean of the primary recruiting unit with commitment of 1/3 FTE.
      - Statements of support from the Chair and Dean of the proposed host unit of the spouse/partner with commitment of 1/3 FTE.
- POLICIES

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- Advancement and Promotion at UC-Irvine : <http://advance.uci.edu/careeradvising.html>
- Work-Life Balance Resources: <http://advance.uci.edu/resourcesworklife.html>
- The Career Partners Program using shared FTE (full-time employee) is not the only avenue through which a unit might pursue a partner hire. Deans may choose to set aside portions of their resource allocations to be used exclusively for partner hires.
- FUNDING
  - 1/3 provided by the recruiting unit of the primary appointee
  - 1/3 provided by the host unit of the spouse/partner
  - 1/3 provided by the Office of the Executive Vice Chancellor
- Should a Career Partner recruitment prove unsuccessful, or if a Career Partner incumbent leaves UCI, the partial FTE's supporting the position will revert to their originating units.
- The appointment process for a Career Partner hire will follow the normal Academic Personnel procedures for faculty appointments, including review by the Council on Academic Personnel.
- Each Partner hire case will be judged on its academic merit, and the appointee should not be referred to as a "career partner hire" within the dossier.
- REQUIREMENTS
  - The required file documentation for the appointment at the proposed rank should be assembled by the spouse/partner's department and submitted through normal channels via the Dean's Office to Academic Personnel.

## University of Cincinnati

**LEAF & The Office of the Senior Vice President and Provost:** (<http://www.uc.edu/orgs/ucleaf.html> & <http://www.uc.edu/orgs/ucleaf/resources/dual-career.html> & <http://www.uc.edu/provost/priorities/dual-career.html>) Date Accessed: 03/06/2015

- Member institution of HERC.
- ACTIVITIES
  - Services offered include assistance for relocating partners, bridging positions, provision of permanent position for a faculty partner, assistance to graduate students and shared positions.
  - Offers assistance in exploring existing employment opportunities on campus through individual consultation with Associate Provost for Special Initiatives, Human Resources and other UC affiliates.
  - Offer assistance in exploring faculty employment opportunities on campus that require partial funding from the Senior Vice President and Provost.
  - Offer assistance in exploring employment off campus in surrounding communities, local universities, corporations, employment agencies, and/or other employment networks.
- POLICIES
  - Financial and personnel resources offered to spouses and partners of newly-hired tenured-eligible faculty.
  - Hiring and Recruitment : <http://www.uc.edu/orgs/ucleaf/resources/hiring-recruitment.html>
  - Retention and Advancement : <http://www.uc.edu/orgs/ucleaf/resources/retention-advancement.html>
  - Family Friendly policies: <http://www.uc.edu/orgs/ucleaf/resources/work-life.html>

- Impact solutions – Employee Assistance plan:  
[http://www.uc.edu/hr/benefits/choice\\_benefits/eap.html](http://www.uc.edu/hr/benefits/choice_benefits/eap.html)  
[\(http://www.myimpactsolution.com/\)](http://www.myimpactsolution.com/)
- REQUIREMENTS

## University of Colorado at Boulder

**LEAP:** (<https://facultyaffairs.colorado.edu/leap/> &

[https://facultyaffairs.colorado.edu/faculty/recruiting-and-hiring/spousal-hire/?searchterm=dual career](https://facultyaffairs.colorado.edu/faculty/recruiting-and-hiring/spousal-hire/?searchterm=dual%20career))

Date Accessed: 03/06/2015

- ACTIVITIES
  - The Dean will request approval from the Provost to proceed with the process to initiate a spousal hire. The steps to be taken are as follows:
    - A written request to Associate Vice Chancellor for Faculty Affairs to waive a search
    - Identify the rank and budget line that will support the spousal hire
    - Invite the spouse to campus for an interview visit
    - Conduct a faculty vote to approve the hire.
  - The Dean will submit a letter to the Provost requesting approval to make the dual hire. The Dean's letter should include:
    - A description of both positions
    - Letters of offer that have been reviewed and approved
    - Vitae of both candidates
    - The academic vote in support of the dual hire
    - Reconfirmation of the budget line to support the spousal hire
  - The Office of Faculty Affairs will be responsible for the following activities in the recruitment of a dual career hire:
    - The Office will process both letters of offer consistent with the procedure described in the section concerning Tenure-Track and Tenured Faculty.
- POLICIES
  - Strategic Intervention Brief #10- Support for Dual-Career Couples:  
<https://facultyaffairs.colorado.edu/leap/>
  - Spousal Hire: [https://facultyaffairs.colorado.edu/faculty/recruiting-and-hiring/spousal-hire/?searchterm=dual career](https://facultyaffairs.colorado.edu/faculty/recruiting-and-hiring/spousal-hire/?searchterm=dual%20career)
  - Standard Processes and Procedures for Appointment, Reappointment, Tenure and Promotion: <https://www.cu.edu/policies/aps/academic/1022.html>
  - Faculty Recruiting and Hiring: [https://www.cusys.edu/policies/policies/HR\\_Fac-Recruit-Hiring.html](https://www.cusys.edu/policies/policies/HR_Fac-Recruit-Hiring.html)
  - Appointment and Evaluation: <https://www.cu.edu/regents/article-5-faculty>
- REQUIREMENTS
  - See Activities section.

## University of Maine

**Human Resources:** (<http://umaine.edu/hr/managers-tools/filling-vacant-positions/university-of-maine-search-waiver-process/dual-career-spousepartner-employment/>) Date Accessed: 03/06/2015

- ACTIVITIES

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- Career services include networking, and resources for job search.
- PDF: <http://umaine.edu/advancerisingtide/files/2014/06/Partner-Accomm-final-JUN-14.pdf>
- Partner Accommodation Grants: <http://umaine.edu/hr/employees/faculty/faculty-partner-accommodation-program/>
- Partnership with Maine Career Connect: <http://www.mainecareerconnect.org/>
- 
- POLICIES
  - Partner Accommodation Policy: <http://umaine.edu/hr/employees/faculty/faculty-partner-accommodation-program/>
  - All participants hired under the Partner Accommodation policy must be fully qualified for the identified position and must be approved by the hiring department.
  - The Partner Accommodation policy is not a guarantee of employment and it does not apply once the competitive search process for a position has commenced.
  - Once the competitive search process to fill a vacancy commences, spouses and partners of faculty and staff will be assessed using the same criteria as all other applicants for employment in a given position.
- REQUIREMENTS

## University of Montana at Missoula

Date Accessed: 03/03/2015

- ACTIVITIES
  - Procedure:
    - Candidate makes the request.
    - The responsible administrator reviews opportunities with the Provost or the appropriate Department.
    - Upon agreement, the responsible administrator requests a position. The Provost facilitates the process for approval. If the request is for a non-academic position, the responsible administrator contacts the Director of Human Resources.
    - The hiring administrator shall submit the accommodation request for conflict of interest and EEO/AA compliance review.
  - Retaining Faculty at the University of Montana- Missoula – A guidebook for chairs and senior faculty: <http://www.umt.edu/provost/faculty/faculty-development-office/chairs/docs/RetentionGuideBook.pdf>
  - The Partner/Spousal Accommodation – Opportunity Hire Subcommittee Progress Report (Feb 23, 2005): <http://pace.dbs.umt.edu/Policy/SpousePartner2005.pdf>
- POLICIES
  - Spousal/Partner Accommodation Policy (8/07): <https://www.google.com/url?q=http://www.umt.edu/hrs/Personnel%2520Resources/Personnel%2520Policies/docs/SpousalProcedure.doc&sa=U&ei=ct35VLPgOYegNsiHgvgJ&ved=0CAcQFjAB&client=internal-uds-cse&usg=AFQjCNFtCJXnu4I3nA5XOnWCggq-gQmAOA>
- REQUIREMENTS

## University of Rhode Island

**Human Resources & ADVANCE Office:** (<http://web.uri.edu/advance-women/work-life-support/dual-career-partners/> & <http://web.uri.edu/worklife/professional/dualcouple/>) Date Accessed: 03/06/2015

- Member institution of HERC network.
- Member of Academic Career Network (ACN): <https://www.fivecolleges.edu/acn>
- ACTIVITIES
  - Services offered include: expedited application for open positions, consideration of split positions, shared appointment, soft money appointment, visiting professor position and lectureships & per course instruction.
  - Resources: [http://web.uri.edu/advance-women/work-life-support/dual\\_career\\_resources/](http://web.uri.edu/advance-women/work-life-support/dual_career_resources/)
  - Brochure: <http://web.uri.edu/worklife/files/dual-career-brochure-08-22-08.pdf>
  - Dual Career Program: <http://web.uri.edu/advance-women/files/Dual-Career-Assist-Program-02-05-08-Final.pdf>
  - Upon request, the Office of Affirmative Action, Equal Opportunity and Diversity will provide information to an employment applicant regarding the dual career partner program.
  - Guidelines: [http://web.uri.edu/advance-women/work-life-support/dual\\_career\\_guidelines/](http://web.uri.edu/advance-women/work-life-support/dual_career_guidelines/)
    - Procedure for Off-Campus employment:
      - Assistance is offered to facilitate communication and find the best offer of employment.
    - Procedure for URI Nonacademic employment:
      - Primary candidate must request dual career assistance
      - Facilitator will be identified for the job search process
      - Partner will be reviewed by the hiring unit
    - Procedures for URI Academic Employment:
      - Primary candidate must request dual career assistance
      - Resume of Partner will be forwarded to hiring units for review
      - Dean of hiring unit must contact the Affirmative Action Director to request valuation for waiver for Dual Career partner hiring
        - If search waiver is denied by the Director, partner can go through the standard hiring process
- POLICIES
  - A dual career partner must be the spouse or domestic partner of an employment applicant, as defined by state law and referred to in the collective bargaining agreement.
- REQUIREMENTS
  - Resume/CV of partner
  - Dual Career Partner Hire Request form

## University of South Florida

**College of Engineering – AFAWCE NSF ADVANCE:** (<http://aafawce.eng.usf.edu/advancepaid/>)

Date Accessed: 03/10/2015

- ACTIVITIES

D. Kimbrel

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- No specific information regarding dual career hiring or resources could be found in the university's website.
- POLICIES
- REQUIREMENTS

## University of Texas Pan American

**ADVANCE:** ([http://portal.utpa.edu/utpa\\_main/daa\\_home/advance\\_home](http://portal.utpa.edu/utpa_main/daa_home/advance_home))

Date Accessed: 03/10/2015

- Member institution of HERC Network.
- Partnership with Tech Valley Connect.
- ACTIVITIES
  - No specific information regarding dual career hiring or resources could be found in the university's website; however, there is evidence that there are currently efforts to build a program.
  - Dual-Career Symposium:  
[http://portal.utpa.edu/utpa\\_main/daa\\_home/advance\\_home/symposium](http://portal.utpa.edu/utpa_main/daa_home/advance_home/symposium)
  - Dual-Career Symposium Presentation of partnership with Tech Valley Connect:  
[https://portal.utpa.edu/portal/page/portal/utpa\\_main/daa\\_home/advance\\_home/advance\\_files/McNerney.pdf](https://portal.utpa.edu/portal/page/portal/utpa_main/daa_home/advance_home/advance_files/McNerney.pdf)
  - Dual-Career Presentation : "Lessons from the Startling Line: Augmenting Dual-Career Programming" -  
[https://portal.utpa.edu/portal/page/portal/utpa\\_main/daa\\_home/advance\\_home/advance\\_files/Kaunas.pdf](https://portal.utpa.edu/portal/page/portal/utpa_main/daa_home/advance_home/advance_files/Kaunas.pdf)
  - Tech Valley Connect services include: Dual Career Support, family integration and cultural transitioning.
  - INTERESTING: Forming the Committee Online Form -  
[http://portal.utpa.edu/utpa\\_main/daa\\_home/advance\\_home/apply/committee](http://portal.utpa.edu/utpa_main/daa_home/advance_home/apply/committee)
- POLICIES
  - Hiring and Recruiting policies: <http://www.utpa.edu/hop/policies/?7.2.4>
- REQUIREMENTS

## Washington State University

**ADVANCE:** (<http://advance.wsu.edu/>)

Date Accessed: 03/10/2015

- ACTIVITIES
  - A new initiative has been set to support the Work/Life balance program with the Dual-Career Partnership Program in collaboration with the University of Idaho. See:  
<https://advance.wsu.edu/grantopportunitiesprograms/> or  
<https://advance.wsu.edu/initiatives/>
  - Proposal : <https://stage.advance.wsu.edu/wp-content/uploads/sites/103/2014/08/full-proposal.pdf>
    - Specifically for hiring of tenure-track or tenured faculty.
    - Provide additional \$125K per year for partner accommodations

- POLICIES
  - Faculty Manual 14-15:  
[http://facsen.wsu.edu/faculty\\_manual/Faculty\\_Manual\\_2014%2808.20.14%29.pdf](http://facsen.wsu.edu/faculty_manual/Faculty_Manual_2014%2808.20.14%29.pdf)
- REQUIREMENTS

## University of Idaho

**Human Resources:** (<http://www.uidaho.edu/human-resources/jobs/career-seekers/Dual-Career-Service>) Date Accessed: 03/10/2015

- ACTIVITIES
  - Services include: Job search assistance for up to one year, Providing confidential career assessment and counseling, Resume writing assistance, Assistance with interviewing techniques, Guidance to appropriate resources for career exploration and planning, Current data on how best to find job openings, Giving information about employment opportunities at the University of Idaho and other colleges and universities and other employers in the surrounding area, and Brokering creative strategies for developing employment solutions with the University.
- POLICIES
  - Dual Career Accommodation- Policy 3085:  
<http://www.webpages.uidaho.edu/fsh/3085.htm>
- REQUIREMENTS
  - Must be a spouse of a University of Idaho faculty or staff member.
  - Must be part of a recruitment effort or have lived in the area for less than one year.
  - Partner CV/Resume
  - Written Proposal
  - Request for Waiver of Search