

## Dual Academic Career Hiring Program Process and Guidelines

### **Purpose**

As part of its commitment to the recruitment and retention of a diverse and world-class faculty, the Office of the Provost has established a Dual Academic Career Hiring Program to help support dual career academic appointments. This Program is designed to assist partners of full-time faculty members.

Increasingly, exceptional faculty and candidates for faculty positions are members of dual academic career couples. The availability of meaningful employment for an academic partner is often a critical factor in the employment decision process. Moreover, a major strategic priority of the University is the recruitment and retention of women and underrepresented minorities, which is especially impacted by dual career issues.

### **Procedures**

The use of this Dual Academic Career Hiring Program is triggered when a faculty member or a Finalist for a position, as recommended and supported by the School/Department Faculty, Director/Department Chair, Dean, and Provost, raises a dual academic career opportunity.

A letter of interest and the CV of the faculty member's/finalist's partner (hereto referred as "partner") will need to be submitted to the Vice Provost for Faculty Affairs and Diversity (VPFAD), who will initially facilitate the process by disseminating the information to the Dean and the Chair of the appropriate college and department to assess the partner's qualifications. If the partner has qualifications aligned with the mission and needs of the School/Department, College, and University, the VPFAD will further facilitate the process through one of the following three options.

- a) In cases where schools/departments/disciplines have an active/open search, and if the partner meets the School/Department criteria specified in the job announcement, the partner will be directed to apply for that position.
- b) In cases where Schools/Departments/disciplines had a failed search, the faculty in the discipline shall determine whether there is sufficient support to reopen the search and waive advertisement of the reopened position based on the partner's merit and qualifications as well as the needs and direction of the School/Department, College, and University.

- If so, the School/Department will initiate a Request for Waiver of Search/Advertisement for Faculty Positions.
  - If the Request for Waiver of Search/Advertisement for Faculty Positions is approved, the School/Department will conduct a formal interview of the candidate, and subsequently make its recommendation through the chain of command.
- c) If neither (a) nor (b) are viable options, the faculty in the discipline shall determine whether there is sufficient support for Expedited Hiring\* based on the partner's merit and qualifications, as well as the needs and direction of the School/Department, College, and University.
- If so, the School/Department will initiate a Request for Waiver of Search/Advertisement for Faculty Positions.
  - If the Request for Waiver of Search/Advertisement for Faculty Positions is approved, the School/Department will conduct a formal interview of the candidate, and subsequently make its recommendation through the chain of command.

### **\*Expedited Hiring**

- ✓ Facilitates the hiring of an academic partner when the department has sufficient demand for the hire but lacks the immediate resources to fund the faculty line.
- ✓ It is the responsibility of the Dean to work with the Provost (and VPFAD) to identify the sources of funding for Expedited Hiring.
- ✓ Expedited hires are awarded all the rights and responsibilities of faculty with the same position and title.
- ✓ In no case is Expedited Hiring guaranteed.
- ✓ All offers are subject to the availability of funding.
- ✓ Expedited Hiring is not meant to displace existing faculty.

### **Additional Program Information**

- ⇒ This Dual Academic Career Hiring Program applies to all partner relationships.
- ⇒ In no case are partner hires guaranteed.
- ⇒ All appointment recommendations are at the discretion of the School/Department. All dual career partner candidates shall go through the formal interview process, including campus visit and presentation.
- ⇒ All appointment decisions will be based on the merit and qualifications of the partner as well as the needs and direction of the hiring School/Department, College, and University.
- ⇒ Advertisements will include verbiage and a hyperlink directing applicants to this Dual Academic Career Hiring Program.

**THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY  
REQUEST FOR WAIVER OF SEARCH/ADVERTISEMENT FOR FACULTY POSITIONS**

Date: \_\_\_\_\_ Expected Date of Hire: \_\_\_\_\_

College: \_\_\_\_\_ School/Department: \_\_\_\_\_

Title: \_\_\_\_\_

Tenure Status: Tenured  Tenure-track  Non-tenure Track  Part/Full-time: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_

<b>Please indicate the source and amount of funding.</b>	
_____ Existing Line/Failed Search	Job/Position #: _____
_____ New Line Request	Estimated \$ Amount: _____
<b>Provost Approval of Funding:</b> _____ <b>Approved</b> _____ <b>Not Approved</b>	

**Recruitment exemption is requested on the basis of (check all that apply):**

\_\_\_\_\_ **Partner hire:** Exemption necessary to (a) conclude principal faculty hire identified through a formal search, or (b) retain a current member of the faculty.

School/Department of principal hire or current faculty member: \_\_\_\_\_

Name of principal hire or current faculty member: \_\_\_\_\_

\_\_\_\_\_ **Opportunity hire:** Candidate's unique qualifications and/or standing in the field would make a formal search counterproductive. Provide a description/statement of the candidate's exceptional qualifications/merit and explain how the candidate was identified.

**Attach the candidate's letter of interest, the candidate's CV, a letter from the Director/Department Chair and/or Dean, and other relevant supporting documentation.**

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**Approvals\* and Signatures:**

School/Department Faculty in the Discipline Voted \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_ in favor of this hire.  
(Date)

Director/Department Chair: \_\_\_\_\_  
(Signature) (Date)

Dean: \_\_\_\_\_  
(Signature) (Date)

Provost or Designee: \_\_\_\_\_  
(Signature) (Final Approved Date)

\*Approval of this form is NOT an approval to hire but rather an approval of the funding source and amount and to waive the search/advertisement. Upon final approval by the Provost, the School/Department will conduct a formal interview of the candidate and make its recommendation through the chain of command.

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