

GUIDELINES AND PROCEDURES FOR RECRUITING AND HIRING DUAL-CAREER SPOUSES

February 19, 2019

SUBJECT

In February 2000, Gregory L. Geoffroy, then Senior Vice President for Academic Affairs and Provost, issued an “informal policy” regarding spousal hiring, when a faculty member recruited for one unit has a spouse who desires a faculty appointment in another unit. The University has used the guidelines established in that memorandum since that time. This document supplants Dr. Geoffroy’s memorandum and provides guidance for these types of actions and negotiations.

GUIDELINES

1. **Applicability.** The arrangement will normally apply only when both members of a faculty couple require tenured or tenure-track appointments (or, on occasion, for the “following” spouse, a short-term, professional track appointment) at the time of recruitment and hire. Couples must be married at the time of the hire.
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3. **Consent.** Departments are not obligated to participate in a dual-career arrangement. The arrangement must be based on voluntary consent of the department recruiting a candidate, the department “hosting” the spouse, and the deans of the participating colleges. The host department must agree to accept the spouse and the appointment arrangements, and the participating deans and the Provost must give their consent.
4. **Arrangements for the position.** Depending on the resources and needs of the department that will host the spouse, the department may wish to offer either a three-year temporary appointment or a faculty tenure-track line. Note that professional track faculty are usually offered a probationary three-year appointment so that departments will have time to determine the suitability of the appointment. For temporary (professional track) appointments, funding is provided on a year to year basis and the host unit is expected to cover 100% of the salary, if the appointment is renewed. For tenured or tenure track appointments, permanent funding is normally provided by the participating units when the initial appointment is approved. In both cases, an appropriate university employment contract is to be prepared and approved by the deans and the Provost. Should either the primary appointee or the spouse leave the university, any base funds previously provided will be returned to the units that provided the funds.
4. **Financial Arrangements.** For tenured or tenure-track spousal appointments, the recruiting department, the host department, and the Provost's office each provide one

third of the initial salary in base funding to the hosting department. Deans may provide funds to assist the recruiting or hosting departments. (Should the spousal hire leave, or not obtain tenure, the funding should be returned to the units which provided the funds.)

For professional track spousal appointments, up to three years of salary support will be negotiated by the hosting and recruiting department, and assistance from the deans and Provost are permissible, but not mandatory. Normally, this will not involve the transfer of base/permanent funding. At the conclusion of three years, the hosting department is expected to provide the entire salary for the spousal hire, if that unit chooses to renew the appointment.

PROCEDURES

1. When the primary recruiting department learns of the existence of a spouse who wishes to procure a faculty appointment, the department should obtain a curriculum vitae and initiate contact with the academic unit (termed the “host department”) that appears most suitable for the spouse’s appointment. Contacted departments are not obligated to host or hire the spouse.
2. If the host department is interested, the chairs of the department should develop a proposal within the framework of these guidelines.
3. The department chairs should seek the concurrence of the deans. In cases in which the departments reside within the same college, the financial and appointment negotiations between the recruiting and host department will be internal to the college.
4. Once a mutually approved plan is developed, the two deans (or, in some cases, the dean of the college in which both appointments will reside) should jointly seek agreement from the Provost’s office to proceed with the possible arrangement.
5. As the negotiations become more serious, there must be a formal approval of the spouse’s appointment by the standard departmental and college processes which apply for approving faculty appointments, including a tenure vote for any tenured appointment.