

Procedures for Dual Career Assistance (DCA)

1. **Inform Candidates about Dual Career Opportunities.** All interviewing candidates should be made aware of DCA opportunities. Human Resources (HR) will provide DCA information to the search committee chair, have a link to the USU policy on the HR website, and will reference DCA assistance in the acknowledgment of receipt of application message.
2. **Request Dual Career Assistance.** The candidate for employment conveys a need for DCA to the primary hiring authority (department head/supervisor), as soon as possible after an offer is tendered, so that opportunities can be identified. The primary candidate or current employee must supply information regarding the partner's educational background, experience, and employment history to the primary hiring authority (preferably in the form of a resume or curriculum vitae).
3. **Identify Possibilities for Assistance.** The primary hiring authority initiates contact with administrators of appropriate departments/units in which the accompanying individual might find employment. In consultation with the dual career couple or existing employee, the primary hiring authority (or the home department of the existing employee), identifies the best possibilities for potential assistance. In cases where off-campus opportunities are of interest to the individuals seeking DCA, HR initiates contact with potential off-campus employers.
4. **Contact Target Units.** If an opportunity exists (i.e., an appropriate and unfilled position or a clearly identified institutional need), the primary hiring authority contacts the dean or vice president of the appropriate unit regarding the need for a DCA, and identifies possibilities for employment of the partner. ***It is important to note that placements occur only when mutually beneficial to the individual and the target unit, and in a manner consistent with hiring policies of the University.***
 - a. **Where a Currently Existing Open Position is Unfilled.** When an opportunity to hire in an existing open (unfilled) position arises, whether a search is presently on-going or not, the target unit will put the regular search on hold and evaluate the potential candidate against the posted job description and requirements. The target unit department head/supervisor should contact the HR Office and the AA/EO Office to seek advice on human resource- or affirmative action-related issues.
 - b. **Where a New Position is Proposed to Meet an Identified Institutional Need.** A job description with appropriate candidate qualifications should be clearly articulated as a reference point for establishing institutional need within the target unit.

5. **Evaluate and Interview the Potential DCA Candidate.** The target unit considering the DCA candidate must initiate an evaluation process, including a review of a vita/resume and references, and conduct an interview with that individual. If a position is not currently available, an exploratory interview would still be appropriate. If a position is available, the DCA candidate's qualifications will be evaluated against a written job description, including minimum requirements, in assessing his/her potential contributions to the target unit. ***The DCA candidate must demonstrate during the review process that he/she is a good fit with unit needs.***
6. If the DCA candidate is not satisfactory, the department will communicate a specific reason for non-selection to both the DCA candidate and HR. Departments are not required to hire a DCA candidate, but they must give a legitimate reason for non-selection.
7. **Negotiate a Financial Package.** ***When clear mutual benefit to the DCA candidate and target unit is established as a basis for making an offer of employment,*** the primary dean or vice president negotiates a financial package among the affected unit leaders and in consultation with the dean/vice president of the target unit [NOTE: HR will provide information on appropriate salary ranges]. Contributions from all parties are tallied and the need for additional support or "bridge" funds is determined. Where bridge funding is requested from the Office of the Provost, the primary dean/vice president advances the proposed employment package to the Office of the Provost. The package should include an explicit discussion of the need for, and utility of, a dual career employment package, including explicit information on contributions to the package from all partnering units.

A letter detailing the approved version of the employment package and contributions from all participating units will be sent from the Office of the Provost to all unit administrators who are party to the DCA proposal as well as the HR Office.

8. **Making an Offer of Employment.** The requesting department will make the offer and complete the hiring process for the appointee when the offer is accepted. If an active search was put on hold and there are candidates in the pool, these individuals must be informed that the position has been closed.
9. **Hire Process.** The hire will be processed through normal hiring channels. A separate "position posting" will be created internally in HR that will explain the use of the particular section of USU Policy 385.