Policy 385.1.1 Procedures for Dual Career Assistance (DCA) Appointment

Please carefully read the following DCA procedures for
A. Recruitment for Employment
   B. Retention of Current Employees
Direct questions and concerns to Andi McCabe, Assistant Provost, at 435-797-1121, Andi.McCabe@usu.edu or Sydney Peterson, Chief of Staff, at 435-797-1170, Sydney.Peterson@usu.edu

A. Recruitment for Employment

1. 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 opportunities can be identified. The primary candidate 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). Human Resources is available to offer assistance to the hiring authority if desired.

2. Identify Possibilities for Assistance. The primary hiring authority initiates contact with administrators of appropriate departments/units in which the partner might find employment. In consultation with the dual career individuals requesting dual career assistance, the primary hiring authority identifies possibilities for potential assistance.

3. Contact Target Units. If an opportunity exists (e.g., an appropriate and unfilled position or a clearly identified institutional need), the primary hiring authority contacts the head of the appropriate target unit regarding the need for 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 an Unfilled Open Position Exists. When an opportunity to hire in an existing open (unfilled) position arises, whether a search is active or not, the target unit will put the traditional search on hold, unless the search was previously suspended for DCA/RIF purposes or the search
committee has already selected interview candidates, and evaluate the potential candidate against the posted job description and requirements only. The potential candidate should not be evaluated against other candidates in the applicant pool. The target unit department head/supervisor should contact the HR Office and the AA/OO Office to seek advice on human resource- or affirmative action-related issues.

b. Where a New Position is Proposed to Meet an Identified Unit Need. A job description with appropriate candidate qualifications should be clearly articulated as a reference point for establishing need within the target unit. These documents will be included when submitting DCA documents (see #6).

4. 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.
   a. If a position is available, the DCA candidate’s qualifications will be evaluated against a written job description, including minimum requirements (contact HR for assistance), 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 for unit needs.
   b. If a position is not currently available, an exploratory interview would still be appropriate.

5. If the DCA candidate is not selected to fill the existing position (4a.), the target unit will communicate a specific reason for non-selection to both the DCA candidate and HR. Departments are not required to hire DCA candidates, but they must give a legitimate reason for non-selection.

6. Submission of DCA Request for Approval. The target unit, working with the DCA candidate, will submit the following documents for approval:
   a. Appointment of Opportunity Request Form
   b. Job Description
   c. Resume/CV of the DCA Candidate
   d. Draft offer letter and draft role statement (faculty positions only)
   e. New Position Request Form (if proposing a new position to fulfill unit need)
These completed documents should be submitted to the President/Provost Office in either electronic or paper format with notification to the Human Resources and AA/EO offices.

8. Making an Offer of Employment. Once approval of the DCA documents has been received, the target 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 were candidates in the pool, the department must inform these individuals that the advertisement was canceled.
B. Retention of Current Employees

1. Request Dual Career Assistance. The current employee conveys a need for DCA to the department head/supervisor. The current employee must supply information regarding the partner’s educational background, experience, and employment history to department head/supervisor (preferably in the form of a resume or curriculum vitae). Human Resources is available to offer assistance to the hiring authority if desired.

2. Identify Possibilities for Assistance. The current employee’s home department/unit initiates contact with administrators of appropriate departments/units in which the partner might find employment. In consultation with the dual career individuals requesting dual career assistance or existing employee, the home department of the existing employee identifies the best possibilities for potential assistance.

3. Contact Target Units. If an opportunity exists (e.g., an appropriate and unfilled position or a clearly identified institutional need), the home department/unit contacts the dean or vice president of the appropriate target 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 an Unfilled Open Position Exists. When an opportunity to hire in an existing open (unfilled) position arises, whether a search is active or not, the target unit will put the traditional search on hold, unless the search was previously suspended for DCA/RIF purposes or the search committee has already selected interview candidates, and evaluate the potential candidate against the posted job description and requirements only, not the current applicant pool. 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 Unit Need. A job description with appropriate candidate qualifications should be clearly articulated as a reference point for establishing need within the target unit. These documents will be included when submitting the DCA documents (see #6).
4. **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.
   a. If a position is available, the DCA candidate’s qualifications will be evaluated against a written job description, including minimum requirements (contact HR for assistance), 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 for unit needs.
   b. If a position is not currently available, an exploratory interview would still be appropriate.

5. If the DCA candidate is not selected to fill the existing position (4a.), the target unit will communicate a specific reason for non-selection to both the DCA candidate and HR. Departments are not required to hire DCA candidates, but they must give a legitimate reason for non-selection.

6. **Submission of DCA Request for Approval.** The target unit, working with the DCA candidate, will submit the following documents for approval:
   a. Appointment of Opportunity Request Form
   b. Job Description
   c. Resume/CV of the DCA Candidate
   d. Draft offer letter and draft role statement (faculty positions only)
   e. New Position Request Form (if proposing a new position to fulfill unit need)

   These completed documents should be submitted to the President/Provost Office in either electronic or paper format with notification to the Human Resources and AA/EO offices.

7. **Making an Offer of Employment.** Once the approval of the DCA documents has been received, the target 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, the department must inform these individuals that the advertisement was canceled.