

## **Utah State University Dual Career Assistance Protocol**

**The protocol outlined below is designed to increase the transparency of Utah State University's (USU) dual career assistance review and approval process. This protocol is primarily governed by language in USU Policy 385 - *Appointments of Opportunity*. As such it is not to be interpreted as a replacement for governing policy, but as a complement to policy that serves to illustrate how existing policy is effectively administered.**

Utah State University recognizes that dual career assistance is critical to sustaining its commitment to recruiting and retaining highly qualified and competitive staff and faculty members. The Office of the Executive Vice President and Provost is committed to supporting dual career assistance in cases that strengthen our capacity to meet institutional missions and objectives. This protocol applies to situations in which there are existing positions to accommodate the common interests of the institution and the couple seeking dual career assistance. It also covers instances in which a new position may be created to accommodate the qualifications and occupational interest of the dual career couple. In the latter case, funding from the recruiting and accommodating units (academic or administrative), and the Office of the Executive Vice President and Provost is often necessary for leveraging the establishment of such a position.

While the Office of the Executive Vice President and Provost is committed to participating as a partner in dual career assistance proposals, the central advocacy role for dual career assistance originates within the primary academic and administrative units. Department heads, supervisors, directors, deans, and vice-presidents in the units seeking dual career assistance play a key advocacy role on behalf of the couple requesting dual career assistance. Of course, those seeking dual career assistance also retain some responsibility for nurturing proposals through the dual career assistance process.

The goal of this protocol is to clarify for all participants - - the couple seeking a dual career assistance, academic and administrative leadership, the Human Resources (HR) Office, the Affirmative Action/Equal Opportunity (AA/EO) Office, and the Office of the Executive Vice President and Provost - - what steps are required for developing a successful dual career employment package with support at all administrative levels.

### **Protocol for Dual Career Assistance**

1. **Inform Candidates about Dual Career Opportunities.** *All* interviewing candidates should be made aware of dual career assistance opportunities during the interview process (e.g., provided an information sheet, and advised to look at available positions on the HR Office web site).
  
2. **Request Dual Career Assistance** The candidate for employment conveys a need for dual career assistance to the primary hiring authority (department head/supervisor), ideally well before an offer is tendered, so that opportunities can be identified. The primary candidate or current employee must supply information regarding the accompanying individual's educational background, experience, and employment history to the primary hiring authority.

**3. Identify Possibilities for Accommodation.** With the assistance of the HR Office, the primary hiring authority initiates contact with administrators of target 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 accommodation. In cases where off-campus opportunities are of interest to the individuals seeking dual career assistance the HR Office 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 target unit regarding the need for a dual career assistance, and identifies possibilities for employment of the accompanying individual. *It is important to note that accommodations 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 exists to hire in an existing open (unfilled) position, whether a search is presently on-going or not, the target unit may choose to put the regular search on hold and evaluate the potential candidate against the posted job description and requirements. If the target unit chooses to put the regular search on hold as they consider a dual career assistance candidate the target unit department head/supervisor should contact the HR Office and the AA/EO Office to seek advice on any 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 Candidate.** The target unit considering the accompanying individual must initiate an evaluation process, including a review of a vita/resume and references, and conduct an interview with the potential candidate. The 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 potential candidate must demonstrate during the review process that he/she is a good fit with unit needs.*

**6. Negotiate a Financial Package.** *When clear mutual benefit to the accompanying individual 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. 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 Executive Vice President and Provost, the primary dean/vice president advances the proposed employment package to the Provost's office. 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. Successful packages will clearly justify the amount of bridge funds requested from the Office of the Executive Vice President and Provost.

**7. Write a Request Letter to the Executive Vice President and Provost.** After receiving

approval from all unit administrators participating in the dual career employment package, including the department head/supervisor and dean/vice president of the target unit, the primary hiring authority from the target unit prepares a letter addressed to the Executive Vice President and Provost requesting hiring accommodation under Policy 385 (see model letter), and attaches a job description and vita for the accompanying individual. The letter to the Executive Vice President and Provost should be routed through the HR Office for a review of the proposed title and salary. After completion of the HR Office review, the HR Office will forward all relevant documentation to the Affirmative Action/Equal Opportunity (AA/EO) Office for their review. The AA/EO Assistant Executive Vice President for Affirmative Action and Diversity will then make a recommendation to the Executive Vice President and Provost who has the final decision on granting approval for the dual career proposal.

**8. Receive Confirmation Letter from Executive Vice President and Provost.** Where there is mutual consent to accommodate the dual career proposal, a letter detailing the approved version of the employment package and contributions from all participating units will be sent from the Office of the Executive Vice President and Provost to all unit administrators who are party to the dual career assistance proposal.

**9. Make an Employment Offer.** Upon approval of the Executive Vice President and Provost, the primary hiring authority is authorized to make an offer to the accompanying dual career individual, including all employment package details for his/her consideration.