

# Missouri University of Science & Technology Dual Career Partner Assistance Program

## Program Guidelines

Missouri University of Science and Technology (S&T) recognizes that addressing the needs of academic and professional partners is an essential part of recruiting and retaining excellent faculty, administrators, and academic staff since prospective candidates may also have a partner who is seeking employment.

The Dual Career Partner Assistance Program is designed to respond to the employment challenges facing dual career partners. Along with EEO/AA notices, S&T academic job postings will include "Missouri S&T is responsive to the needs of dual career partners" with a link to this policy.

S&T administration acknowledges that not all candidates will feel comfortable disclosing a dual career partnership. This policy in no way intends to authorize a committee member or hiring authority to inquire about such a relationship nor to induce a disclosure of such a relationship.

A dual career partnership exists when the partners are legally married or would otherwise qualify for sponsored adult dependent benefits. Formal assistance for dual career concerns, as outlined below, are provided when at least one partner has been informed s/he is a finalist for a position and/or has been offered and/or accepted an on-campus interview or a job offer. This individual is referred to as the primary partner in this policy.

S&T administration acknowledges the value of assisting individuals in dual career partnerships to obtain multiple employment opportunities; however, these efforts do not constitute a promise or guarantee of employment. Moreover, these efforts do not replace or supersede employment regulations, laws, rules, or policies.

Every dual career hire must meet the qualifications for the appropriate appointment on his/her own merits. A dual career hire made without a recruitment effort as prescribed by S&T's policies and procedures must meet the requirements for an exception to recruitment. All dual career hiring opportunities are contingent on available funding.

The Provost will provide certain delegated authority to a designated coordinator, who will work with the necessary parties in the administration of this program.

## Options for Requesting Dual Career Assistance

- 1) **Primary partners may contact the coordinator.** In addition, finalists and employees are welcome to contact these offices directly: finalists may also ask the chair of their search committee to put them in touch with the appropriate office; employees may also ask their direct supervisor to put them in touch with the appropriate office.
  - a. The Office of the Executive Vice Chancellor for Academic Affairs and Provost, or designee, will coordinate services addressing the dual career hiring and retention needs of Tenured or Tenure-Track faculty members and finalists.

- b. The Vice Chancellor for Finance and Administration, or designee, will coordinate services addressing the dual career hiring or retention needs of any other employee or finalist.

2) **People involved in the search process may reach out to primary partners.**

- a. When sending candidates information about S&T prior to an interview, include information about this program.
- b. Where finalists are invited to make an appointment to discuss transition issues, this program should be explicitly mentioned in the invitation.
- c. Dual career partner assistance may be discussed with a finalist who has received an offer of employment. Information about dual career inquiries or requests are confidential unless the candidate agrees in writing to release such information.
- d. Information about dual career hiring should be transparent and equally available to all candidates.

3) **People involved in the onboarding process may reach out to primary partners.**

After a finalist has been selected and recommended for an offer, the hiring authority, human resources staff, or supervisor may initiate a discussion regarding needs the finalist may have that can be supported by the University. This help can be provided to prospective new employee using the most appropriate method given the situation.

- a. **Academic appointment requests:** The Dean may contact the Provost if the finalist's partner is requesting an academic appointment at S&T in an academic department outside the VP&D's college.
- b. The second academic department will review the qualifications of the partner for a tenure/tenure-track position and either 1) recommend the partner as acceptable or 2) reject the partner as unacceptable based on the appropriate qualifications needed to be successful in the position under consideration. The determination of whether this is an additional faculty line, base plus funding line, or a current faculty line will be discussed and determined by the Provost, the Dean and the department chair.
- c. If the second academic department rejects the dual career partner for a tenure/tenure track position, the second department may consider the dual-career partner for a non-tenure track teaching or non-tenure track research position. The second department will review the qualifications of the partner for a non-tenure track teaching and/or research position and either 1) recommend the partner as acceptable or 2) reject the partner as unacceptable based on the appropriate qualifications needed to be successful in the position to potentially offer. If the second academic department rejects the dual-career partner for a non-tenure track teaching or research position, the dual-career partner will be referred to S&T Human Resources for information about other non-regular or staff positions available.

- 4) **Retention cases.** If a dual career hire need is identified by a supervisor as critical for the retention of a current employee, the department chair should provide the hiring authority with the relevant information. If the hiring authority determines that a dual career hire is necessary, the hiring authority will contact the program coordinator.

### **Dual Career Assistance Coordination**

- 1) **The dual career partner who is not a current employee or finalist should locate a current S&T posting.** The partner should review job postings to find existing needs at S&T and submit an application for positions for which they are qualified and interested. Such appointments may be full- or part-time, regular or non-regular. The funding and terms of each dual career appointment request will be considered and determined on a case-by- case basis.
  - a. **Non-regular Part-time Academic Appointment:** Academic employment may be adjunct or on a per-course basis. Other options may be considered, such as shared appointments across departments or split appointments within one department.
  - b. **Limited Duration Academic Appointment:** Exceptions to the regular recruitment process may be approved by the coordinator to accommodate eligible partners in a limited duration, full- time, non-regular position. Such an accommodation may be made without a search. This one-year temporary appointment may be extended for a maximum of one additional year. If the department seeks to retain the individual beyond that period, there must be a search completed within the two-year period.
  - c. **Abbreviated Recruitment:** The coordinator may also approve an abbreviated recruitment where it is in the best interest of the University to post an academic appointment for a very limited period. Where a dual career partner qualifies for an already existing posted vacancy, the search process may be accelerated upon receipt of the partner's application. Normal selection procedures including interviews, committee recommendations, etc. must be followed.
  - d. **Waived Recruitment:** Appointment of the partner in a tenure track or other "renewable" academic or research position may also be approved. The Provost can waive the regular recruitment requirements, but normal selection procedures including interviews, committee/faculty votes, etc. must be followed.
- 2) **The coordinator must ensure there are no policy, regulatory, or legal violations.** The coordinator will work with Human Resources and the Office of Equity and Title IX to ensure reviews are appropriately conducted and in compliance with Affirmative Action, non-discrimination, and other recruitment procedures of Missouri S&T.
- 3) **The coordinator may delegate a facilitator.** The coordinator can select an appropriate person or people to facilitate the dual career partner's application process. For example, Human Resources staff may provide information and assistance to partners seeking staff appointments at S&T. For hiring of academic or research positions within a college, the Vice Provost and Dean of that college will

most likely act as the facilitator. If the dual career appointment will result in academic or research appointments in different colleges, the Provost or designee should act as the facilitator between colleges.

### **Off-Campus Employment and/or Student Enrollment at S&T**

- 1) **Eligible partners can receive support for off-campus employment and/or student enrollment at S&T.** If the eligible partner does not want to or does not qualify for one of the above options, S&T administration still offers support for their continued professional development and/or employment.
- 2) **Dual career services for employment off campus:** The S&T Human Resources office will provide career services to eligible partners, including assistance with resume and cover letter writing, job search guidance, and referrals to job networking contacts. The office will provide access to employment opportunities external to S&T through a variety of partnerships and resources.
- 3) **Information regarding academic degree programs at Missouri S&T:** Eligible partners interested in and qualified for admission to a graduate or undergraduate degree program can receive support from the Dean of the College over the program in which they are interested. The primary partner's supervisor can facilitate the initial meeting, and the dean will provide information and assistance in coordination with the appropriate campus offices. Admission cannot be guaranteed in advance of application and review through the appropriate department, college, or undergraduate or graduate admission process.