



POLICY & PROCEDURE DOCUMENT

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DIVISION: Academic Affairs

TITLE: Dual Career Partner Assistance

DATE: April 5, 2011

Policy for: XXXXXXXXXXXX

Procedure for: XXXXXXXXXXXX

Authorized by: XXXXXXXXXXXX

Issued by: XXXXXXXXXXXX

I. Purpose and Scope

Western Kentucky University is committed to recruiting and retaining excellent faculty members, and recognizes that candidates for positions are increasingly part of a dual-career couple. WKU recognizes that a candidate's decision to accept or reject an offer of employment may be influenced by the availability of appropriate employment for the candidate's spouse or partner. In addition, lack of appropriate employment for a faculty member's spouse or partner may result in the loss of a tenure-track faculty member in whom the university has invested considerable time and resources.

In order to make WKU a competitive university employer, assist in creating a stable academic community, and avoid potential inequities inherent in addressing spousal or partner hires in an ad-hoc fashion, WKU seeks to assist dual-career couples in locating both academic and non-academic employment either within the University or in the Bowling Green area. Prospective and recently hired faculty members and their spouses or partners are encouraged to ask about dual career partner assistance as early in the relocation process as possible. Revealing a need for a partner hire will not harm a prospective faculty member's chances of receiving an offer of employment.

This policy is intended to assist department chairs, program directors, and other administrators of academic units in exploring the possibility of a partner hire. The policy is intended to provide similar assistance in situations where spouse or partner employment becomes a barrier to

retention of a faculty member. Nothing in this policy shall be construed as a guarantee of employment for spouses or partners, and existing EOE and Human Resources guidelines shall be followed at all times.

II. Policy

A. Guidelines and Application

1. This policy applies to the recruitment or retention of tenure-track faculty members.
2. This policy does not constitute a contractual right to employment assistance or a guarantee of employment for the spouse or partner of a candidate. WKU will try to find accommodation and provide employment assistance for qualified spouses and partners whenever possible, but cannot ensure that a suitable position exists to meet the needs of all dual career couples. Spouse or partner positions at WKU are dependent on available resources and the needs of the University.
3. For spouse or partner positions at WKU, the following principles should guide dual career assistance proposals:
 - a. The spouse or partner must be qualified for the available or proposed position.
 - b. Following an appropriate interview and evaluation process, an offer of employment to the spouse or partner may only be extended if there is strong support from the department or unit where the position is located.
 - c. Partial funding may be available on a temporary basis to assist in securing a position for a spouse or partner.
 - d. The terms and conditions of a spouse or partner hire must follow the same Human Resources guidelines as other faculty and staff positions at WKU; for example, there can be no guarantee against termination or expectation of automatic tenure resulting from the initial status as a spouse or partner hire.

B. Informing Prospective and Current Faculty Members

1. The dean's offices of all academic colleges should inform all department heads, program directors, other administrators of academic units about the Faculty Dual Career Partner Assistance policy, and ensure that all search committee chairs are aware of the policy.
2. A brief notice of the policy's existence should be included in position advertisements. For example: "WKU is responsive to the needs of dual career couples."
3. As candidates may not be asked about marital or relationship status, search committees, department chairs, or other directors in charge of academic hires should inform all candidates of the dual career assistance program during the interview process.

III. Procedure

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A. Procedure After Need for Dual Career Assistance Is Confirmed

1. The need for dual career assistance may exist for prospective as well as current WKU faculty members.
 - a. For prospective faculty members, the candidate should inform the head of the academic unit of the need for dual career assistance as soon as possible, ideally well before an offer of employment is made, so that potential opportunities can be identified. The candidate or the candidate's spouse or partner must supply relevant information to the head of the academic unit on the spouse or partner's employment qualifications.
 - b. If retention of a current faculty member is jeopardized by the lack of appropriate employment for a spouse or partner, the faculty member should inform the head of the academic unit of the need for dual career assistance so that potential opportunities can be identified. The faculty member's spouse or partner must supply relevant information to the head of the academic unit on the spouse or partner's employment qualifications.
2. The head of the academic unit should consult with the college dean once it is clear that a spouse or partner hire may be necessary for recruitment or retention of a faculty member. Both potential contacts and funding arrangements should be discussed.
3. Oversight of, and involvement with, dual career assistance varies depending on the units involved:
 - a. For a spouse or partner position within the same college as the candidate, the office of the dean should decide who will take responsibility for determining the kind of position the spouse or partner may be eligible for, reviewing the spouse or partner's qualifications, locating funding sources, and proceeding with the subsequent steps for a potential spouse or partner hire.
 - b. For a spouse or partner position outside the candidate's college, the dean should contact the other deans within the University to identify potential faculty positions for the spouse or partner. When appropriate, the dean may also work through the Office of the Provost to contact other academic units within the University.
 - c. For a spouse or partner interested in a non-faculty position at WKU, the department head or administrator of the unit housing the candidate's position should contact the Human Resources department to set up a meeting with the spouse or partner to help locate potential employment opportunities within the University and local community.

The office of the Provost and Vice President for Academic Affairs should be notified in all cases in order to track and coordinate dual career assistance efforts

4. If an appropriate position is available at WKU, and the receiving department or unit and the spouse or partner indicate strong interest, the receiving department or unit may expedite the search process with the Dean's authorization. The spouse or partner status may be taken into consideration in order to grant an interview, though it cannot be the basis for hiring an

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individual who is otherwise unqualified for the position. Relevant Equal Employment Opportunity and Human Resources procedures should be followed; for example, there may be a minimum length of time that the position must be publicly advertised, and a full search must be conducted if the spouse or partner is a non-U.S. citizen.

5. The receiving unit and its Dean, as well as the Office of the Provost if necessary, will work together to locate funding for the spouse or partner position. The college dean or Office of the Provost may be able to provide 'bridge' funding on a temporary basis, and salary responsibilities may be split across units as an initial arrangement. The Dean of the receiving department or unit is ultimately responsible for ensuring continuing funding for a spouse or partner position.
6. The receiving department or unit may make an offer of employment to the spouse or partner only after the conclusion of negotiation on terms and financial support for the position. All applicable Equal Employment Opportunity and Human Resources policies, including references and background checks, must be followed before the hire is finalized.

IV. Related Policies