

## Useful Links:

URI Work-Life Dual Career Resources: [www.uri.edu/worklife/professional/dualCouple.shtml](http://www.uri.edu/worklife/professional/dualCouple.shtml)

URI Human Resources: [www.uri.edu/human\\_resources](http://www.uri.edu/human_resources)

URI Office of Affirmative Action, Equal Opportunity & Diversity  
[http://www.uri.edu/affirmative\\_action/](http://www.uri.edu/affirmative_action/)

URI President's Commission on the Status of Women:  
<http://www.uri.edu/uriwomen/>

URI-AAUP Website and Faculty Contract:  
<http://www.ele.uri.edu/aaup/>

The URI Work-Life Committee includes a group of volunteer staff, faculty, and students who formed in 2004 due to the joint efforts of the URI NSF ADVANCE Institutional Transformation Program and the URI President's Commission on the Status of Women. Now a standing committee under the Vice President of Administration, the mission of the committee is to educate the URI community about issues having to do with work-life integration and workplace flexibility, review and improve URI's work-family policies and practices, and conduct work-life research. Please visit our website for more information.



*The nautilus, growing outward from its center in perfect mathematical proportions, was chosen as the symbol of the efforts of the URI Work-Life Committee to promote professional growth while maintaining equilibrium, harmony and balance in the lives of members of the URI community.*

[www.uri.edu/worklife](http://www.uri.edu/worklife)  
[worklife@etal.uri.edu](mailto:worklife@etal.uri.edu)

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# THE UNIVERSITY OF RHODE ISLAND

## Dual Career Partner Assistance For URI Faculty



WORK-LIFE RESOURCES  
AT THE UNIVERSITY OF RHODE ISLAND  
[www.uri.edu/worklife](http://www.uri.edu/worklife)

The University of Rhode Island recognizes that top faculty candidates increasingly have partners who simultaneously are seeking employment, and acknowledges that to remain competitive in recruitment and retention, it is important to consider the



employment needs of partners in any faculty hire. Nationally, it is becoming an established reality that the presence of a successful dual career assistance program enhances institutional effectiveness in recruitment, retention, overall diversity, and family friendly climate. Thus, this program includes suggested guidelines to assist accompanying partners of job candidates in searching for appropriate employment opportunities. This program is envisioned to work in coordination with other Affirmative Action programs and goals.



### Search Waiver Request.

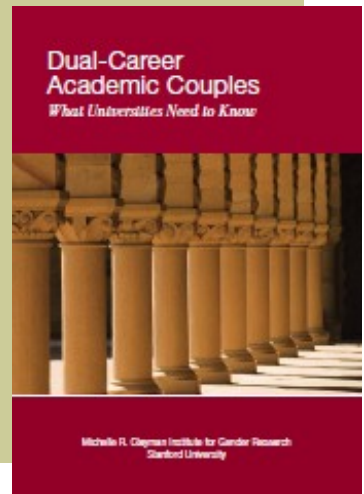
University Policy requires a national or regional search for faculty and professional staff appointments. The URI Dual Career Partner Guidelines are designed for appointments that meet institutional priorities and that require rapid University action. In some cases, the Director of Affirmative Action may grant search waivers upon request based upon established criteria. For staff postings, only external posting waivers may be granted as the University must comply with internal posting requirements as well as with requirements of specific unions. Decisions on request for waivers of the search process under this policy shall be made by the Director of Affirmative Action.

While the University of Rhode Island Recognizes the value of promoting opportunities for dual career partners, and has established these guidelines to help secure this value, **IT CANNOT GUARANTEE** <http://www.stanford.edu/group/gender/ResearchPrograms/DualCareer/DualCareerFinal.pdf> **EMPLOYMENT TO ANYONE**

The University of Rhode Island's Dual Career Guidelines have been recognized nationally and are included as model guidelines in Stanford University's Michelle R. Clayman Institute for Gender Research 2008 publication on dual career academic couples:

Schiebinger, L., Henderson, A.D., & Gilmartin, S.K. (2008). *Dual-Career Academic Couples: What Universities Need to Know*.

<http://www.stanford.edu/group/gender/ResearchPrograms/DualCareer/DualCareerFinal.pdf>



## Dual Career Accommodation Strategies

### Expedited application for open position.

A dual career partner of a finalist in a University search may request consideration for an interview for another open University position as long as they meet the published qualifications and as long as the application deadline is met. A search committee chair that receives such a request must contact Affirmative Action immediately. No action or further steps on the request can be made without approval of Affirmative Action.

### Split Position.

Split position may be considered in order to meet the needs of several department/units. The Vice Provost and/or Human Resources will coordinate these efforts.

### Shared Appointment.

Faculty dual career partners in the same academic discipline may ask to be considered for a shared appointment. In such cases, the concerned department must determine whether both individuals have appropriate credentials and qualifications, have demonstrate potential to become tenured members of the department and that the shared appointment meets the department needs. If the department determines that the shared appointment is feasible it will be submitted to the dean and provost for final consideration.

### Soft Money Appointment.

Eligible dual career partners may be considered for soft money positions or other short-term internal payroll positions. These appointments are fully eligible to apply for any tenure-line or more permanent position that become available.

### Visiting Professor Position.

In some situations, a temporary Visiting Professor Position may be created in order to either meet the needs of a particular department or offer a specialty area to a department that would otherwise be unavailable. During this temporary Professorship, the academic dual career partner is encouraged to apply for other open job opportunities within and outside the University.

### Lectureships & Per Course Instruction.

If no position can be identified, dual career partners who teach may ask to be considered for employment on a per-course basis, or for a lectureship.

## URI DUAL CAREER POLICY

The University Of Rhode Island acknowledges the importance of supporting dual career partners in attracting and retaining a quality workforce, and its long-range economic benefits to the University, and is committed to offering placement advice and assistance whenever feasible and appropriate.”

*-approved January 2008-*

### Employment Assistance, Not Job Placement

Dual Career Assistance at University of Rhode Island is not intended to supersede Affirmative Action, Board of Governors, University policy, or collective bargaining agreement provisions. Due to the specifics of various labor union contracts, these guidelines currently are designed to meet the needs of AAUP faculty. However, the following recommendations are a first step in an ongoing process of developing guidelines that effectively address dual career needs at URI for all employees. Moreover, the University of Rhode Island recognizes the need to continuously evaluate the impact of dual career assistance on maintaining balance. The value of assisting individuals in dual career partnerships to obtain employment opportunities is readily acknowledged, and URI has established these guidelines in that spirit. However, it is critical to note that individuals are encouraged to take advantage of additional career search resources in Rhode Island and online, as **the University does not guarantee or promise employment to job seekers.** with the overall goals of diversity within the University.

## Dual Career Assistance Hiring Guidelines

The following guidelines shall be applicable to and govern all dual career assistance hiring opportunities in accordance with the dual career assistance program established at the University of Rhode Island:

### 1. Advertising

URI will add a notice of dual career guidelines to job advertisements stating that the University of Rhode Island is an EEO/AA employer that is responsive to dual career partners.

### 2. Providing Information

The Office of Affirmative Action, Equal Opportunity and Diversity (“Affirmative Action”) shall, upon request, provide information to an employment applicant regarding the University’s ability to accommodate a dual career partner. All candidates in a job search as well as current partner hires. Equal Employment Opportunity policies dictate that such inquiries will not influence hiring or promotion decisions.

### 3. Definition of Dual Career Partner

A dual career partner must be the spouse or domestic partner of an employment applicant, as defined by state law and referred to in the collective bargaining agreement.

### 4. Responding to a Request for Dual Career Assistance

**A. Off-Campus Employment.** Dual Career Partners of employment applicants who have received tentative job offers may seek available Universities services, including the Office of Career Services, Human Resources, the Dean of the candidate’s college, and/or Affirmative Action, in searching for appropriate employment opportunities off campus.

**B. URI Nonacademic Employment.** Dual Career Partners of employment applicants who have received tentative job offers may also seek the services of Career Services, Human Resources, the Dean of the candidate’s college, the Unit Director and/or Affirmative Action, in searching for appropriate employment opportunities on campus. The following steps should be taken:

- The employment applicant who has received the tentative job offer should request assistance in identifying other on-campus employment for his or her partner.
- The unit/chair may collaborate with other University offices, including Career Services, Human Resources, the Dean of the employment applicant’s college, and/or Affirmative Action in identifying possible avenues for the partner.

- The unit/chair may also collaborate in identifying an appropriate facilitator who to assist in the job search to ensure that all possible avenues are being explored for the partner.
- A dual Career partner, like any other employment applicant, must be systematically reviewed by the hiring unit. If that unit believes the dual career partner has appropriate credentials and has skills that are compatible with the unit’s needs and mission, and if the dual career partner meets published deadlines for the application, it may request that the dual career partner be considered for an interview or other placement alternatives (as described below) to the extent permitted by applicable collective bargaining contracts, and affirmative action policies as well as applicable laws and regulations.
- A dual career partner may also apply to the identified position or any other available employment position through the University’s regular hiring policies and procedures.

**C. URI Academic Employment.** When any candidate or existing employee inquires about academic employment at URI for a partner, the following steps are recommended:

- The candidate who has received the tentative job offer should request assistance in identifying academic employment at URI for her or his partner.
- The chair of his or her unit requests a copy of the partner’s curriculum vitae and other relevant materials
- If it is determined to pursue a dual career partner hire, the requesting department must contact the Director of Affirmative action as soon as possible in this process to discuss the feasibility of a specific Dual Career Partner search waiver request before submitting the paperwork, which includes the Dual Career Partner Request form, the curriculum vitae, additional supporting documentation, and a Request to Fill form. The appropriate Dean or Director ,must sign the Dual Career Partner Hire Request form. If approved by the Director of Affirmative Action, s/he will forward a recommendation to the Provost, who is responsible for the final review and decision.
- If the search waiver request has been denied by the Director of Affirmative Action, the dual career partner shall have the opportunity to apply for the available academic position in accordance with normal hiring policies and procedures provided the application deadline had not expired.

**D. Monitoring and Oversight.** Prior to a dual career hire or appointment, Affirmative Action will review the process of all dual career partners hire to ensure that discrimination of any type has not occurred.