



DUAL CAREER ASSISTANCE PROGRAM

Policy Statement

The University of Rhode Island acknowledges the importance of supporting dual career partners in attracting and retaining a quality workforce, and in its long-range economic benefit to the University, and is committed to offering placement advice and assistance whenever feasible and appropriate. It is therefore the policy of the University of Rhode Island to establish and implement a program for dual career assistance for faculty hires beginning with the Spring 2008 semester.

What is the Dual Career Assistance Program?

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. The presence of a successful dual career assistance program is likely to enhance 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 and is subject to Affirmative Action programs and goals.

Employment Assistance, *Not* Job Placement

Dual Career Assistance at the University of Rhode Island does not replace or supersede existing Affirmative Action obligations, or applicable policies of the Board of Governors for Higher Education, the University or provisions of the faculty and/or other collective bargaining agreements. Due to the specifics of various labor union contracts, these guidelines currently are intended to meet the needs of AAUP faculty. However, the following recommendations are designed to be 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 with the overall goals of diversity within the University.

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 the Dual Career Assistance Program does not operate as a University promise or guarantee of employment and individuals are

encouraged to take advantage of additional career search resources in Rhode Island and online.

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 Equal Employment Opportunity/Affirmative Action (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 University employees have a right to inquire about opportunities and procedures for dual career 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 University 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. These representatives are authorized to utilize their formal and informal contacts to assist the dual career partner in identifying, applying for, and interviewing for appropriate off-campus employment. A designated facilitator should be appointed in these cases, as well, and should be responsible for ensuring the best possible communication between University and community connections.

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. These representatives will be responsible for assisting the dual career partner in identifying, applying for, and interviewing for available campus employment opportunities. The following steps should be taken:

1. The employment applicant who has received the tentative job offer may request assistance in identifying other on-campus employment for his or her dual career partner.

2. The unit head/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.
3. The unit head/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.
4. 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 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.
5. 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 employment applicant or existing employee inquires about academic employment at URI for a dual career partner, the following steps are recommended:

1. The employment applicant who has received the tentative job offer should request assistance in identifying academic employment opportunity at URI for her or his dual career partner.
2. If it is determined that an appropriate academic employment opportunity exists, a copy of the dual career partner's curriculum vitae and other relevant materials shall be forwarded confidentially to the Department Chair and Dean of the College in which the dual career partner is seeking employment. These administrators will explore the fit between the partner and the target department and to determine whether to pursue the dual career partner hire request.
3. 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 vitae of the individual under consideration, 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, he or she will forward a recommendation to the Provost, who is responsible for the final review and decision.
4. 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 has 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 hires to ensure that discrimination of any type has not occurred. Affirmative Action in cooperation with

Human Resources (HR) and Institutional Research (IR) will regularly collect and provide information on dual career requests and request outcomes to monitor the effectiveness of these guidelines in recruitment, retention, and diversity, and to ensure that no negative effects or unlawful discrimination against specific persons or subgroups has occurred because of these guidelines.

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 positions may be considered in order to meet the needs of several departments/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 a demonstrated 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. If approved the dean and provost shall determine the terms and conditions of the shared appointment.

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 positions that become available.

Visiting Professor Position. In some situations, a temporary (usually not to exceed one year) 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.

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 EMPLOYMENT TO ANYONE SIMPLY ON THE BASIS OF THESE GUIDELINES.**