

UNM Dual Career Hiring Program [Main Campus]
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The University of New Mexico is committed to our faculty members and their partners. The Dual Career Academic Couples Program is designed to help partners of main campus tenure-stream faculty to identify and pursue employment opportunities in our community. Please note that this program provides no guarantee of employment. Furthermore, the university is unable to help fund positions with area employers.

The Dual Career Liaison is a position staffed in [DEI? and/or Human Resources?] to work with faculty and units on dual career cases. The Dual Career Liaison has established a broad network of community contacts and is able to share information related to area employers, job openings, and networking opportunities. S/he can work with unit executive officers (EOs) to identify and explore appropriate opportunities for a faculty partner both on campus and in the community and is available to meet with faculty partners to discuss university and community employment resources. S/he is also available to assist partners with resume/cover letter review, interviewing techniques, and networking strategies.

Guidelines

Under certain circumstances, the Dual Career Academic Couples Program can facilitate the placement of tenure-system faculty partners in positions on campus and, in some cases, provide financial support for the position. While the program is focused on the recruitment and retention of tenure-system faculty, the campus may provide dual career support for senior-level administrative positions.

The program does not extend support to the recruitment or retention of non-tenure-track employees. For the partners of these individuals, the Dual Career Liaison may, under limited circumstances, provide guidance such as resume review, interviewing skills, and general advice.

Units must recognize that providing an opportunity to the partner is a resource commitment. Therefore, employment opportunities for the partner must be mission-critical to the campus. Partners are hired to perform a specific role that benefits a campus unit. Partner hires must meet the high standards of excellence expected of all university employees.

It is anticipated that most partner hires will involve appointment to a tenure-stream faculty position. To be eligible for a tenure-stream faculty position, partners must demonstrate the level of excellence, or potential for excellence, that is expected of candidates identified through a regular search process.

Process

During recruitment, it is inappropriate to ask candidates during the interview process if they have a partner or any question related to their partner's situation. If the candidate mentions that s/he has a partner who would be seeking employment, the candidate can be informed that the

university has a Dual Career Academic Couples Program or simply supplied with the Dual Career Program Overview.

Once an offer has been extended, it is acceptable to ask the candidate if there are other considerations regarding her/his potential move. When communicating about the dual career program, it is important to set reasonable expectations and not overpromise or guarantee employment for the partner.

The EO may refer the partner to the Dual Career Liaison to assist with locating opportunities in campus units and in the community.

If the partner is interested in a position on campus, the EO of the first unit (*i.e.*, the unit that is either recruiting a faculty member through a regular search process or trying to retain a current faculty member) is responsible for contacting the appropriate unit for possible employment of the partner and for negotiating an appropriate position. The EO may utilize the Dual Career Liaison to assist with this process.

Once a campus position has been identified, the next step is for the partner to be evaluated by the second unit (*i.e.*, the prospective employer of the partner) through a process appropriate to the position. This will usually involve an interview, including a campus visit and reference letters. After the interview process, if both units agree to move forward, they must take the following actions before sending the proposal to the Office of the Provost for review:

The executive officer of the first unit must provide a letter of justification to appoint the partner in order to recruit or retain the faculty member, identify how that faculty member will enhance the unit's mission, and indicate that the unit is willing to furnish at least 1/3 of the salary of the partner for the duration of the Provost's commitment. This letter should be addressed to the Provost.

The executive officer of the second unit must provide a letter to justify the appointment of the partner on the basis of legitimate unit needs and the candidate's qualifications. The unit must also be willing to support 1/3 of the partner's proposed salary for the duration of the Provost's commitment and indicate a plan to fund the position for the long-term. This letter should be addressed to the Provost.

It is possible to request a search waiver to hire a partner without requesting funding from the Provost's Office. In this situation, both units must agree to fund the entire position. The unit who wishes to hire the partner must still follow the procedure described above and attach all pertinent documentation to obtain a search waiver. The requested waiver must support the excellence of both the unit in which the faculty member is being recruited, or potentially retained, and the unit to which the partner would be appointed

If mutually agreed upon by both units, funding time limits can be set by either the lead or partner unit. In these situations, it is imperative that both units and the employee have a clear understanding of what will happen at the end of the funding commitment.

The units should forward the proposal through the appropriate channels, including the deans of both the first and second units.

Upon agreement between the executive officers of the two units, the executive officer of the employing unit of the partner should transmit a request to the Office of the Provost to appoint the individual. The checklist in Attachment 1 specifies the documentation required for such appointments. Please note that a separate search waiver request is not necessary.

Review Process

Unless tenure is involved in the proposed appointment, the Provost acts without consultation. This process normally takes 2 to 4 workdays after the papers are received in the Office of the Provost.

If tenure is involved, the decision at the campus level is made by the Provost using the off-cycle promotion review process. This process normally takes 5 to 10 workdays after the papers are received in the Office of the Provost.

FUNDING LIMITS AND APPROPRIATION GUIDELINES

Subject to the availability of funds, central campus resources will be used to provide up to 1/3 of the required funding for the salary of an approved candidate. For partners in tenure-system positions, the funding is recurring. For appointments to all other positions, the funding commitment may last up to three years. Note that the funding commitment represents the portion of the partner's *initial* salary to the partner's unit. Salary adjustments come out of the annual salary pool distributed to units.

At the conclusion of the funding commitment from campus administration, the unit employing the partner will assume the full salary commitment of the employee, unless otherwise specified in the original agreement between the two units.

Upon the resignation, termination, or retirement of an individual hired under this program, the funds allocated by the campus to the unit and by the requesting unit to the hiring unit will revert to the initial funding units.

Note that funding does not automatically follow the individual. Dual career funding is allocated not to help a person obtain employment, but rather for that person to perform a specific role that benefits a campus unit. If the employee changes positions, the new hiring unit must initiate a new request.