



BOISE STATE UNIVERSITY

University Policy 4240

Faculty Dual-Career Program

Effective Date

November 2005

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202

Scope and Audience

This policy applies to all department chairs and administrators.

1. Policy Purpose

Increasingly, applicants for faculty positions are members of dual career households. Further, both individuals are apt to be seeking professional positions in higher education. Thus, decisions to accept a University position are often made by couples based on the availability of employment for both individuals in areas related to their respective fields of expertise.

2. Responsibilities and Procedures

Recognizing this changing recruitment pattern, Boise State University has developed these procedures to assist department chairs and administrators when the primary hire for a faculty position is contingent on identifying a faculty position for the partner.

- a. The chairs of departments extending offers to primary hires should take major responsibility for facilitating partner hires by directly contacting their dean. Deans are expected to contact chairs of departments within their own college that might provide current or potential employment for the partner. If the department of the potential partner hire is in another college, the dean is expected to contact the dean of that unit, who in turn is expected to

contact chairs. The Provost should be contacted for a listing of faculty position vacancies that are available.

- b. Before a partner hire recommendation is brought forward, the involved department must have reviewed credentials, formally interviewed the partner and recommended an appointment pursuant to Boise State University Policies & Procedures.
- c. In response to the request of the appropriate dean, the Provost may provide support for partner employment by funding up to 1/3 of the salary required for a period of up to three years. Deans are expected to use vacant and available lines within their units, especially within the partner hire's department. Should vacant lines not be available, the Provost's support will be for a limited period of time (e.g. until an anticipated vacancy occurs) and shall not exceed three years. The balance of the funding and/or FTE commitments should be shared equally by the hiring units. After the year(s) of approved shared support, the hiring unit must assume full responsibility for the partner's salary. Before seeking Provost approval, deans with a partner hire involving two colleges must agree in writing to the fiscal support expectations.
- d. Due to limited funds available for Provost support, priority will be given to those partner hires meeting one or more of the following criteria:
 - (i.) Partner hire is in department(s) judged, by the dean(s), to be understaffed or in need of expansion.
 - (ii.) A strong case can be made for continued employment for the partner beyond 3 years (e.g. an anticipated retirement in the next 3 years).
 - (iii.) Use of partner hiring funds will enhance diversity.
 - (iv.) Either primary hire or partner or both have a record of successfully winning research grants and providing a portion of their own salary support.
- e. In making a request for 1/3 salary support from the Provost for a partner hire, these items must be presented:
 - Curriculum Vitae of the partner hire candidate.
 - An affirmative department recommendation on the partner hire candidate.

- A written statement from the dean(s) responding to the items listed in (iv), above. The statement should specify how the remaining 2/3's salary will be funded and/or the FTE commitment will be covered and which units will provide the remaining support.
 - The request shall be directed to the Provost for final approval. Any issues preventing approval will be discussed with involved parties in a timely manner with the goal of facilitating an appropriate partner hire.
- f. If the partner hire competitively applies for a faculty position and becomes the candidate of choice, the individual may be recommended as a faculty hire under this program. If open recruitment was not conducted for the partner hire individual, a recruitment waiver request must be processed. All recruitment waivers will be reviewed by the Dean, Provost and Affirmative Action Officer.
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Revision History