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SECTION: Academic Affairs

SUBJECT: Faculty Dual Career Accommodation

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Policy for: All Campuses
Procedure for: Columbia Campus
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I. Policy

The University of South Carolina is committed to recruiting and retaining outstanding faculty and academic personnel on all campuses and in all schools and divisions. Candidates for these positions are often part of dual career couples. A candidate's final decision to accept or reject an offer of employment is increasingly influenced by the University's ability to identify appropriate employment for the candidate's spouse or partner. The following policy and guidelines are designed to assist department chairs, program directors, and other administrators attempting to explore a spouse/partner hire.

A. Guidelines

1. This policy applies to the recruitment or retention of faculty and academic personnel.

2. This policy does not create any entitlement or contractual rights to employment assistance or employment or any other obligation with respect to any candidate's spouse or partner. Every effort will be made to assist the spouse/partner in finding suitable employment, but given limited resources and the need for an appropriate fit, it will not be possible to respond to the employment needs of all dual career couples.

3. The following principles should guide any proposed dual career accommodations under this policy:

   a. There must be an appropriate fit between the qualifications of the individual and the available or proposed position.

   b. Following an appropriate interview and evaluation process, an offer of employment to the spouse/partner shall be extended only if there

is strong support on the part of the target unit or department where the position is to be located.

c. A funding model for the available or proposed position should be developed in all cases.

d. The spouse/partner hire should receive all appropriate approvals and comply with the policies of University's Office of Equal Opportunity Programs and Office of Human Resources. See also Section III. Related Policies.

e. The terms and conditions of a spouse/partner hire shall be consistent with the terms and conditions of employment for similarly situated faculty/staff. For example, if a spouse/partner is hired into a vacant or newly created faculty or staff position, he or she shall be subject to the same employment rules that generally apply to faculty and staff, including but not limited to standard terms of reappointment, non-reappointment and termination, with no additional employment right or expectancy whatsoever arising from their initial status as a spouse/partner hire.

B. Informing Candidates

Dean's and Chancellor's offices should inform all department chairs, program directors and all search committee chairs of the Dual Career Accommodation policy.

Search committees may include language in the position advertisement regarding the existence of this program. Sample language is "The University of South Carolina is responsive to the needs of dual career couples."

Search committees should inform *all* interviewing candidates of the dual career accommodation program during the interview process.

II. Procedure

A. Procedure for Senior and Regional Campuses

Each senior and regional campus should develop individual campus-based procedures to implement this policy.

B. Procedure for Columbia Campus

The following procedure should be followed on the Columbia campus.

1. Dual Career Accommodation Process

a. Dual Career Accommodation Request. The candidate for employment should convey the need for dual career accommodation to the academic unit head, ideally well before an offer is tendered, so that opportunities can be identified. In the case of retention, the faculty member should convey the need for a dual career accommodation as soon as possible. The candidate or spouse/partner must supply information regarding the spouse/partner's educational background, experience, and employment history to the academic unit head.

b. Dean's Office Notification. In departmentalized colleges or schools, the department chair should consult with the school/college dean or dean's office when it is clear that a spousal/partner hire may be necessary in order to hire or retain a faculty member. Both potential contacts and likely funding arrangements should be discussed.

c. Identify Possibilities for Accommodation. In departmentalized colleges or schools, the dean and department chair should jointly decide who will take primary responsibility for determining the type of position the spouse/partner desires and is qualified for and for directly contacting other academic departments inside the university to identify potential opportunities when appropriate. In non-departmentalized schools, the Dean will take primary responsibility for this step.

If the spouse/partner is looking for a non-faculty position at USC or for employment in the surrounding community, the Dual Career Employment Program in the Office of Human Resources should be contacted to assist with the search (see http://hr.sc.edu/employ/dualcareer.html).

d. Evaluate and Interview Potential Candidate(s). If a target unit and the spouse/partner both indicate clear interest, the target unit can proceed with an expedited search as quickly as possible, with the Dean's authorization. (If the potential candidate is a non-U.S. citizen, however, a full search must be conducted including advertising in a print journal for 30 days.) During the expedited search process, the target unit should draft or revise the position description, advertise the position for at least one work week as

required by EOP and HR procedures, review applications, and interview the potential candidate(s).

e. Negotiate Terms and Financial Support. If the spouse/partner is the target unit's candidate of choice for the position, the primary school/college dean or dean's office will take the lead in negotiating the terms and funding model for the vacant or newly created position among the affected department or unit leaders and in consultation with the dean/vice president of the target unit.

In some cases, the dean/vice president(s) may agree to provide "bridge funding" or a salary may be split across units for a preliminary period. After the preliminary period, the department hiring the spouse/partner takes full financial responsibility for the position. An example of this arrangement is a salary funding split of 1/3 college/school dean, 1/3 department making first hire, 1/3 target unit hiring the spouse/partner for the first three years.

In cases where a salary is split across units or bridge funding is provided, the primary school/college dean is responsible for developing and distributing a memorandum of agreement or letter outlining the final terms and funding model.

f. Final Approval and Employment Offer. The target unit may make an offer of employment to the spouse/partner only after the conclusion of negotiations regarding terms and financial support. All HR and EOP hiring policies and processes, including job reference and background check, should be followed to finalize the hire.

III. Related Policies

See also:
University Policy ACAF 1.00 Recruitment of Academic Personnel
University Policy ACAF 1.01 Search Procedures for Academic Administrative Positions
University Policy ACAF 1.03 Appointment of Unclassified Academic Personnel
University Policy HR 1.24 Appointment, Transfer and Promotion of Classified Employees
University Policy HR 1.27 Nepotism
University Policy HR 1.90 Job Reference and Background Checks

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