



Dual Career Program FAQ's

The University of Illinois supports an active Dual Career Program to build and maintain an excellent and diverse faculty. The Dual Career Program provides job search assistance for partners of newly-recruited tenure-system faculty and senior-level administrators both in the community and on campus. In the case of partners who desire and are qualified for faculty positions, the Program may, under certain circumstances, provide financial support for the partner's position.

Please refer to Provost's Communication #8 for details about the policy and the transmittal form.

PROCESS

Q: When should a candidate for a faculty position be asked if s/he has a dual career concern?

A: It is inappropriate and illegal to ask candidates if they have a partner or any question related to their partner's situation during the interview process. Such questions can give the impression that having a partner could influence the hiring decision.

If the candidate does mention during the interview that s/he has a partner who will also be seeking employment, then inform the candidate that the University has a Dual Career Program. When doing so, it is important to set reasonable expectations and not overpromise or guarantee employment for the partner.

Once an offer has been extended, you may ask the candidate if there are other considerations regarding her/his potential move, or simply supply the candidate with the Dual Career Program Overview. Again, it is important to set reasonable expectations.

Q: Are Dual Career partners guaranteed a job?

A: There is no guarantee of job placement.

Q: What is the best response to a faculty retention situation?

A: In retention situations, it is important to understand the faculty member's interest in seeking alternative employment. In some cases, a faculty member may be exploring other opportunities because s/he is concerned about the partner's employment situation. If the partner's employment is an issue, please check with your Dean and then consult the Dual Career Liaison.

Q: In seeking approval for a partner hire, who submits the paperwork?

A: The unit making the partner hire prepares and submits the paperwork. Communication 8 describes the set of documents and approvals required before a request can be evaluated at the Provost's Office. Although the unit making the partner hire submits the paperwork, note that the request must include justification from the first unit and approval from the Deans of both units.

THE DUAL CAREER LIAISON

Q: What is the Dual Career Liaison?

A: The Dual Career Liaison is a service provided by Human Resources to work with faculty and units on dual career issues. The Dual Career Liaison can meet with faculty partners to discuss University and community employment resources as part of recruitment or retention. The Liaison can work with unit [Executive Officers \(EOs\)](#) to identify and explore appropriate opportunities for a faculty partner both on campus and in the community. The Dual Career Liaison can work with partners on resume/cover letter review, interviewing techniques, and networking strategies.

Q: How can the program help find jobs outside the University?

A: 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. In some cases, the Liaison may be able to facilitate introductions. Please note that employers have specific hiring practices that must be honored. For example, some area employers require their Human Resources departments to screen candidates before any meetings can be held with hiring managers. The Liaison will inform the partner of specific hiring practices associated with different opportunities.

Q: Are area employers accustomed to hiring dual career partners months or more in advance?

A: While our campus is able to offer positions well in advance of a start date, most area employers have strict deadlines by which they need to fill positions. On average, there is a 30-45 day window depending on the level of the position. Therefore, it is important to set realistic expectations with dual career partners who are searching for positions outside of the University. While there may be networking opportunities for partners well in advance of their relocation date, EOs should not overpromise that area employers will make a hiring commitment far in advance of a potential start date.

ELIGIBILITY

Q: Does the Dual Career Program fund jobs with area employers?

A: No, funding is not available to support positions off campus.

Q: Does the program cover unmarried partners?

A: Yes, the program covers unmarried partners. The program does not privilege legal marriage and includes both same sex and different sex partner relationships.

Q: Does the Dual Career Program support Academic Professional (AP) partner hires? That is, does the Program support a partner applying for an AP position?

A: Only in exceptional circumstances. To be eligible, the AP position must be open and advertised or deemed "mission-critical," but even then funding is not guaranteed. Please consult with the Office of the Provost.

Q: If the trailing partner is being hired into an Academic Professional position, does the hiring unit still need to obtain three letters of reference (similar to letters of reference needed to hire a faculty member)?

A: No, please consult with your unit Human Resources representative to determine the types of references they require in order to hire Academic Professionals.

Q: Does the Dual Career Program cover Civil Service positions on campus?

A: The program does not cover Civil Service positions on campus due to the State Universities Civil Service System's rules and procedures. However, the Dual Career Liaison can discuss the Civil Service application/hiring process with partners and can connect them with staff members in Staff Human Resources who can assist with any Civil Service questions.

Q: Does the Dual Career Program assist with placement into graduate programs on campus?

A: The program does not cover placement into graduate programs. Partners must apply to a graduate program and if the partner is admitted on her/his merits, the lead department/unit may provide funding toward the partner's education.

Q: Is Dual Career support made available in order to recruit or retain employees who aren't tenure-track faculty?

A: While the program is focused on the recruitment and retention of tenure-track faculty, the campus may provide Dual Career financial support for senior-level administrative positions. The Dual Career Program does not extend to the recruitment or retention of non-tenure-track employees. For the partners of these individuals, the Dual Career Liaison may be able to provide basic guidance such as resume review, interviewing skills, and general advice.

DUAL CAREER FUNDING

Q: Can a search waiver be awarded even if funding is not available from the Provost's Office?

A: Under certain conditions, it is possible to obtain a search waiver to hire a partner even if the Provost's Office does not provide funding for the position. In this situation, both units must agree to fund the entire position. The unit who wishes to hire the partner must still follow the appropriate procedure for obtaining a search waiver and attach all pertinent documentation.

Q: Can soft money (e.g., external grant funds) be used to hire a Dual Career partner?

A: Under certain limited circumstances, the Provost's Office may extend support for a soft money position, but only for the duration of the soft money. Once the original commitment of funds from the Provost's Office expires, it is expected that the partner's employer will assume the full cost of the commitment (e.g., by writing the cost of employing the partner into the next grant application) or that the position will end. It should be made clear to the partner that the position will rely fully on soft funds in order to be renewed.

Q: Communication 8 states that the first unit, or hiring unit of the leading partner "must be willing to furnish at least 1/3 of the salary of the partner on an on-going basis." Are units able to make a limited time commitment in lieu of funding on an on-going basis?

A: Yes, 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. For example, the unit of the lead partner may offer funding for only three years. If the partner's unit agrees, then after three years, one of three things would happen: a)the two units would renegotiate a deal; b)the position would end and the partner would be out of a job; c)the partner's unit would absorb the entire cost of the position. It cannot be emphasized

enough: if funding for the position is of limited duration, it must be fully explained to the partner so that s/he does not have unreasonable expectations for continued employment after the terms expire.

Q: If a unit hires a partner, how does it affect its future resources? Does it count as a line?

A: Please consult with your Dean. The impact of partner hires on future resources will differ according to the situation.

Q: How are salary adjustments covered under the program?

A: As part of the Dual Career program, the unit of the original hire transfers one-third of the partner's *initial* salary to the partner's unit in perpetuity. Salary adjustments come out of the annual salary pool distributed to units.

Q: If an employee whose current position is funded through the Dual Career Program decides to look for another job, does the funding automatically carry over to the new job?

A: No, funding does not automatically follow the individual. The Dual Career funding is allocated not just to help a person obtain employment, but rather for that person to perform a specific role that benefits a campus unit.

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