

*Faculty Development
Dual Career Services
Protocol Manual*



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**University of Florida
Dual Career Services
Protocol**

Introduction

The University of Florida's Dual Career Services program builds and cultivates partnerships for dual career considerations across campus and locally. The program's services are intended to make opportunities for employment accessible to relocating life partners of new UF faculty members. Although the University cannot guarantee employment, spouses and domestic partners of prospective faculty members are encouraged to inquire about this service as soon as the possibility of relocation emerges. To meet the urgency of most dual career consideration requests, recruiting Departments or Programs are encouraged to help relocating partners connect with Dual Career Services. Below you will find information about the program and how you can make it work best for you.

Program Management

The Dual Career Services Program operates under the direction of the Associate Provost for Faculty Development. Correspondence and inquiries should be directed to

Debra Walker King, PhD
Associate Provost
Faculty Development
235 Tigert Hall
PO Box 113050
Email: dwking@aa.ufl.edu
352-392-6004
Fax: 352-392-3575

Definition of Terms

- **Dual career** refers to employment challenges facing two income families.
- **Dual career consideration** implies an assessment of mutual interest occurring between a potential hiring Department or Unit and a relocating partner of a UF faculty member or a candidate to whom an offer to hire has been extended.
- **Dual career consultants** operate as liaisons between the relocating client and potential hiring agents or Departments, initiating and coordinating contacts and hiring opportunities.
- **Relocating partner** is the domestic partner or spouse of a short listed applicant or candidate for a tenured or tenure-accruing faculty position at the University.
- **Initiating Department** refers to the home Department of the initial hire or short listed candidate for hire.
- **Initial hire** is the individual whose faculty appointment the initiating Department is attempting to secure.
- **Receiving Department, Unit or College** is the entity making a dual career consideration or requesting dual career salary support from the Provost's Office.

Who Qualifies for Dual Career Services?

- The relocating partner of an applicant who has been identified for a tenure-accruing or tenured position as a result of an active or targeted recruitment effort
- The partner or spouse of an existing employee whose desired retention as a tenured or tenure-accruing faculty member is in jeopardy

Services Provided

- Job search assistance for up to one year after initial inquiry (details outlined below)
- External employers networking in Gainesville and surrounding areas
- Access to job openings and career consulting services available at UF
- Relocation information and support services (realtors, schools, churches, day care, banks etc.)

Procedures

1. Search committee chairs send all short listed candidates for faculty positions a Dual Career Services brochure.
2. Relocating partners may request dual career services upon receipt of the brochure.
3. Dual Career Services will confirm receipt of the request, answer questions and advise the relocating partner concerning service protocol. Proactive follow up occurs after Dean's support of the initial hire is confirmed.
4. Initiating Department informs its College Dean of a dual career challenge and outlines the details of the challenge, including an initial hiring timeline.
5. The (initiating department's) College Dean agrees to support the hiring outcome of a relocating partner consideration if one is secured within the College.
6. He or she then submits a letter or email request for dual career services support to the Associate Provost for Faculty Development. This letter can be preceded by a phone call but must be confirmed in writing. Please include the following:
 - Name of the initial hire and departmental association
 - Concise argument or statement concerning benefits of initial hire to UF
 - Objectives or goals underlying the request for dual career consideration, and how the request relates to the overall priorities of the College
 - Relocating partner's name, career interests and contact information (provide vita if you have it and one has not been received by Dual Career Services)
 - Suggested Departments or areas for dual career negotiations
 - Name of the initiating College or Department's follow-up contact
 - Potential needs of the receiving Department for salary funding support, if known
 - Relocating partner's interview status, if interviews have taken place beyond the Dual Career Program's initiation
7. The Associate Provost delegates coordination responsibility to a Dual Career Consultant.
8. If the relocating partner has not submitted a vita, resume or dossier already, the Dual Career Consultant contacts the initiating Department or Dean's designee to obtain all information concerning the relocating partner. After this information is exchanged, the initiating Department's involvement in the dual career discussion ends.
9. Dual Career Services works with the prospective hire and potential receiving Departments.
 - If a dossier exists with Dual Career Services and preliminary assessment has been completed, the consultant will proceed with networking (internal or external) contact and follow-up.
 - If the relocating partner has not made contact with Dual Career Services, the consultant assesses employment requirements via phone consultation with that partner.
10. Following assessment, a proactive internal and external networking process begins, including any Human Resource Services contact and information exchange needed to secure additional assistance.
11. The Consultant forwards a Dual Career Services introductory email (or letter) with resume or vita to all appropriate internal or external contacts.
 - For non-faculty positions this letter requests a "consideration" only.
 - For faculty positions line funding assistance may be available, but only in critical situations. All requests of this nature must be made to the Provost by way of the Associate Provost for Faculty Development. Please note:
 - a) Letters of offer should not be issued if the hire is contingent upon Provost rate support
 - b) Provost's Office salary (or rate) support should not be assumed
12. Formal interviewing procedures should be followed once a potential recruitment match or position vacancy is identified.
13. When interviews are completed and mutual interests confirmed, the receiving Department informs the assigned Dual Career Consultant—particularly if negotiation of a dual career funding package is necessary (see details outlined below).
14. After finalizing agreements of support (salary, expense support, etc.) the hiring authority completes an offer and advises all parties of the dual career appointment.
15. Unless the hire results from an ongoing search, the chair of the receiving Department must request a waiver of advertisement from the Provost's Office. Requests involving faculty, support faculty (i.e., faculty-in

positions and lecturers) and non-tenure accruing research and clinical faculty hires should be addressed to Associate Provost Debra Walker King and provide a signature line for the Associate Provost's approval confirmation. These letters must contain the signatures of the receiving Department's Chair, or Director, and Dean prior to being routed to the Provost's Office. Other dual career related waiver requests (TEAMS and TEAMS Exempt) should provide signature lines for the Associate Provost and Paula Fussell, Interim VP Human Resource Services. All signatures must be in place before routing to Human Resource Services.

16. If mutual interest is not achieved, the interviewing Department or unit should inform the Dual Career Consultant immediately.

Provost Office Dual Career Salary Support

Salary support for relocating faculty hires (at all levels) is negotiable and reserved for cases where Department or College financial constraints could break dual career hiring deals. Please note: the initiating Department is not responsible for any portion of the relocating partner's salary.

On behalf of the Provost, the Associate Provost for Faculty Development negotiates dual career, salary support agreements with receiving College Deans only. Deans should not request salary support until an offer to hire is imminent. Support requests with the Associate Provost's endorsement are submitted to the Provost for review and authorizing signature.

Procedure

1. Department Chairs or Directors discuss hiring details, including salary and salary challenges, with their Deans.
2. The receiving College Dean requests salary support by contacting the Associate Provost for Faculty Development.
3. The Associate Provost and the receiving College Dean agree upon support rate distribution and timeline.
4. A Memorandum of Understanding (MOU) is written and circulated for receiving Director, Chair and College Dean's signature. (See Appendix I for MOU template.) The MOU emanates from the Dean or Dean's designee and should:
 - reflect the negotiated funding time lines and rate support;
 - include a specific statement of how full line funding and/or FTE commitment will be covered;
 - mention only the receiving Department and/or Unit, the receiving College Dean and the Provost's Office.
5. The receiving College Dean or Dean designee submits a completed request package to the Associate Provost which includes:
 - A position description with proposed salary, title, and start date
 - The vita of the candidate for hire
 - A waiver of advertising request (if applicable)
 - The MOU with all signatures, except that of the Provost, secured
6. The Associate Provost reviews the package and submits it with endorsement recommendation to the Provost.
7. The hiring authority completes the hire after the MOU is signed and returned by the Provost.
8. A copy of the new employee's (relocating partner) counter signed letter of offer must be sent to the Associate Provost prior to authorization of funds disbursement.

Support Structure

Practices ranging from 33.3% first year, equal contributions (receiving Department, College and Provost's Office) to full line contributions from Provost's Office (in extreme situations) are anticipated. In an effort to sustain and build program flexibility, Provost's support will decrease annually with funds circulating back to the Dual Career Services Program after negotiated terms end. Salary increases occurring within the period of agreed upon program support will be based on the same rate percentages outlined in the MOU. The following are examples of MOU agreement terms:

Agreement	Receiving College	Receiving Department	Provost's Office	Term of Agreement
Example I	33.3%	33.3%	33.3%	First year
	37.50%	37.50%	25%	Second year
	45%	45%	10%	Final year
Example II	12.50%	12.50%	75%	First year
	37.50%	37.50%	25%	Final year
Example III	20%	No funds available	80%	First year
	40%	No funds available	60%	Second year
	37.50%	37.50%	25%	Third year
	45%	45%	10%	Final year
Example IV	No funds available	No funds available	100%	First year
	50%	No funds available	50%	Final year

Appendix I:

MEMORANDUM OF UNDERSTANDING

TO: Joe Glover, Ph.D.
 UF Provost and Senior Vice President, Academic Affairs

Name of Receiving College Dean
 Dean, College of _____

FROM: Name of Receiving Department Chair or Unit Director
 Chair / Director,
 Department of _____

DATE: _____

SUBJECT: Name of Hire/ Position Title

The UF Provost's Office, _____ Dean's Office and the Department of _____ each agree to provide salary support of _____ in the position identified above for three years beginning September 01, 2006. Below is a breakdown of the support.

Salary	UF Provost	UF Dean	Dept	Institute	Time Period
NAME OF HIRE					
\$_____Base + fringe	33.33%	33.33%	33.33%	N/A	09/01/06 - 08/31/07
\$_____Base + fringe	25.00%	37.50%	37.50%	N/A	09/01/07 - 08/31/08
\$_____Base + fringe	10.00%	45.00%	45.00%	N/A	09/01/08 - 08/31/09

Per the official letter, _____ will be provided office space within the Department of _____ located in the _____, Room _____.

Please sign below and return to the attention of _____, Dept. of _____ (ADDRESS).

 Name
 Professor and Chairman

 Name
 Director, UF Institute (if applicable)

 Name
 Dean, College of _____

 Joe Glover, Ph.D.
 UF Provost & Senior Vice President,
 Academic Affairs