

The Office of

Academic Affairs

Dual Career Support

In support of our efforts to recruit and retain a world-class faculty, the University of Oregon is providing the requisite tools and resources to encourage and assist academic units in the hiring of qualified spouses or partners. Dual career opportunities assist the University in meeting multiple goals for the recruitment and retention of a highly-qualified faculty and administrative work force. Support programs are administered by the Office of Academic Affairs, working closely with partners in the Office of Equity and Inclusion, the Office for Research and Innovation, and each of the schools and colleges.

The University of Oregon and the state's Public Employees Benefit Board (PEBB) employ a broad and progressive definition of domestic partnership, inclusive of marital and non-marital relationships and both same-sex and opposite-sex partners.

	Career Partners Program	Dual Career Bridge Program	Faculty Fellowship Program
Initial Candidate Appointment Type	Tenure-related faculty	Tenure-related faculty	Tenure-related faculty, Non-tenure-track faculty OR Officer of Administration
Partner Appointment	Tenure-related faculty	Non-tenure-track faculty OR Officer of	Non-tenure-track faculty OR Officer of

Type		Administration	Administration
Special Circumstances		In rare cases, may be used when initial candidate is an outstanding NTTF or OA candidate with no expectation of associated tenure.	
Central Funding Available	One third (1/3) of a partner's initial salary(plus associated OPE) on a recurring basis*	One-third (1/3) of a partner's initial salary(plus associated OPE) for three (3) years**	\$7,000 (plus associated variable OPE)(one-time allocation)***
Purpose	Primary purpose is recruitment; in exceptional cases, may be used for retention.		

* — Subsequent salary increases and related OPE are the responsibility of the partner's hiring unit.

** — For Dual Career Bridge, any continuing salary beyond the three years is the responsibility of the partner's hiring unit.

*** — Faculty Fellowships may be supplemented by the hiring unit of the initial candidate or the partner.

SUPPORT FOR PARTNERS IN TENURE-RELATED APPOINTMENTS

CAREER PARTNERS PROGRAM

The University of Oregon's Career Partners Program supports tenure-related faculty recruitments where the spouse or partner is also suitably qualified for a tenure-related position. It does not create an entitlement to a job, nor does it create a position. Rather, it provides department heads a tool for negotiation. The primary purpose is to recruit excellent new faculty who will advance the academic priorities of the university within the context of inclusion, equity

and diversity. In exceptional cases, this program may be used for the retention of current tenure-related faculty who meet this description.

Following the decision to hire a faculty member, the university may consider a qualified partner for a tenure-track or tenured position, provided that the following conditions are satisfied:

1. The partner has obtained the terminal degree appropriate for the field.
2. The hiring unit (of the partner) has properly reviewed and vetted the partner's academic record and has indicated its full approval for this second hire.
3. Both the unit making the initial hire and the hiring unit of the partner are willing to make a substantial and ongoing financial contribution toward the salary and benefits for the partner hire, including salary increases over time.
4. The dual hire clearly furthers the university's fundamental goal of academic excellence, as consistent with our academic priorities, within the context of equity, inclusion and diversity.
5. Preferences will be given to those cases where a strong record of academic achievement is already established.
6. In no case are partner hires guaranteed or automatic.

Funding

If all of these conditions are satisfied, the university will consider contributing one-third (1/3) of the initial salary and OPE for this partner hire on a recurring basis. The remainder of the cost is contributed by the recruiting unit of the initial hire and the hiring unit of the partner (and/or their respective colleges), with each unit typically providing one-third (1/3). Subsequent salary increases (and related OPE) are the responsibility of the hiring unit or college (of the partner).

Should the initial recruitment prove unsuccessful, or if the partner leaves this position, the partial funding lines supporting the position will revert to their originating units.

SUPPORT FOR PARTNERS IN NON-TENURE-RELATED ACADEMIC OR ADMINISTRATIVE APPOINTMENTS

DUAL CAREER BRIDGE PROGRAM

The Dual Career Bridge Program also supports tenure-related faculty recruitments, providing opportunities for qualified spouses or partners in non-tenure-related faculty or administrative positions. While these partner appointments most typically support the recruitment of tenure-

related faculty, they may occasionally be used when the initial hire is an outstanding candidate in a career non-tenure-track position or an officer of administration in a senior leadership position with no expectation of associated tenure. In exceptional cases, they may be used for retention.

Following the decision to hire a faculty member, the university may consider a qualified partner for a non-tenure-track faculty (NTTF) position, or for an Officer of Administration (OA) position, provided that the following conditions are satisfied:

1. The partner has obtained the appropriate degree for the field, holds appropriate credentials for the field, and/or has a demonstrated record of relevant achievement.
2. The hiring unit (of the partner) has properly reviewed and vetted the partner's record and has indicated its full approval for this second hire.
3. Both the unit making the initial hire and the hiring unit of the partner are willing to make a substantial and ongoing financial contribution toward the salary and benefits for the partner hire, including salary increases over time.
4. The dual hire clearly furthers the university's fundamental goal of academic excellence, as consistent with our academic priorities within the context of equity, inclusion and diversity.
5. Preferences will be given to those cases where a strong record of achievement is already established.
6. In no case are partner hires guaranteed or automatic.

Funding

If all of these conditions are satisfied, the Office of Academic Affairs will consider contributing one-third (1/3) of the initial salary and OPE for a period of up to three years. The remainder of the cost is contributed by the recruiting unit of the initial hire, the hiring unit of the partner, and/or their respective colleges. At the end of this three-year period, no further funding will be provided by the Office of Academic Affairs. Salary increases during the three-year period (and related OPE) are the responsibility of the hiring unit or college (of the partner).

Any plans, expectations, or conditions for continuing the appointment beyond the three-year bridge period should be made clear in the initial agreement. If the appointment is to be extended, the hiring unit of the partner typically assumes full financial responsibility and should submit a financial plan for absorbing the cost of the partner hire.

Should the initial recruitment prove unsuccessful, or if the partner leaves this position, the partial funding lines supporting the position will revert to their originating units.

FACULTY FELLOWSHIP PROGRAM

A limited number of Faculty Fellowships are available on a one-time basis to partners of newly-hired faculty or faculty the university is seeking to retain. Individuals with appropriate professional qualifications are eligible for these temporary, one-year fellowships in appropriate disciplines or support units. A fellowship is meant to provide an initial professional "landing site" allowing time for the individual to seek employment in the local area, as well as providing opportunities to interact with departmental colleagues, to use university libraries, and to attend seminars and colloquia. The appointment may carry academic rank.

Following the decision to hire a faculty member, the university may consider a qualified partner for a Faculty Fellowship, provided that the following conditions are satisfied:

1. The hiring (or "host") unit of the partner establishes job expectations for the appointment and the professional qualifications of the Faculty Fellow applicant meet the minimum requirements for these duties.
2. The hiring unit (of the partner) has properly reviewed and vetted the partner's record and has indicated its full approval for this second hire.
3. The unit making the initial hire, the hiring unit of the partner, or both are willing to make a financial contribution toward the salary and benefits for the partner hire.
4. The dual hire clearly furthers the university's fundamental goal of academic excellence, as consistent with our academic priorities within the contexts of equity, inclusion and diversity.
5. Preferences will be given to those cases where a strong record of achievement is already established.
6. In no case are partner hires guaranteed or automatic.

Funding

The payment for a Faculty Fellowship appointment is \$10,000. The Office of Academic Affairs will contribute \$7,000 (and associated variable OPE), with the remaining \$3,000 (plus OPE) provided by the recruiting department of the initial hire, the host department of the partner, and/or their respective colleges. The amount of the fellowship (and corresponding job expectations) may be supplemented by either unit. Where there are responsibilities in multiple units, those must be developed in consultation with the candidate and head of the host department.

SUPPORT FOR ALL PARTNERS OF UNIVERSITY EMPLOYEES

GENERAL EMPLOYMENT ASSISTANCE

The University of Oregon furnishes information on employment possibilities in the broader metropolitan area, including the University of Oregon, Lane Community College, and Oregon State University. New faculty should consult Human Resources for additional information (<http://hr.uoregon.edu/worklife> (<http://hr.uoregon.edu/worklife>)). As part of its commitment to faculty in dual-career partnerships, the University of Oregon is a member of the Greater Oregon Higher Education Recruitment Consortium ([GO HERC](http://www.hercjobs.org/greater_oregon/) (http://www.hercjobs.org/greater_oregon/)) which supports a searchable database of all job listings – faculty, administration, and staff – at member institutions in Oregon and southern Washington.

PROCEDURES FOR DUAL CAREER APPOINTMENTS

1. **Initial negotiation:**

Unit heads and their respective deans are responsible for negotiating the terms of the agreement with partner units. For assistance negotiating start-up costs, consult the Office of Research and Innovation.

2. **Request for funding:**

The dean's office should complete and submit the [Pre-Authorization for Dual Career Support form \(/sites/academicaffairs2.uoregon.edu/files/dual_career_pre-auth_form_9-8-14.pdf\)](/sites/academicaffairs2.uoregon.edu/files/dual_career_pre-auth_form_9-8-14.pdf) to the Office of Academic Affairs, attaching the partner candidate's CV. Please direct applications for funding support to Pam Palanuk (palanuk@uoregon.edu (<mailto:palanuk@uoregon.edu>)) using "DUAL CAREER" as the subject line. If the request is urgent, please tag the email for high importance.

Academic Affairs will review the application and render a preliminary decision promptly, contingent on formal vetting and successful completion of the hire or retention. Requests to the Career Partner Program will also be reviewed by the Office of Equity and Inclusion (OEI).

3. **Formal Dual Career Agreement**

When all other hiring details are worked out, record the finalized terms of the appointment on the [Dual Career Agreement form \(/sites/academicaffairs2.uoregon.edu/files/dual_career_funding_agreement_4-21-15_gd.pdf\)](/sites/academicaffairs2.uoregon.edu/files/dual_career_funding_agreement_4-21-15_gd.pdf). With signatures from all participating units in place, have the dean's office route the form to the Office of Academic Affairs (palanuk@uoregon.edu (<mailto:palanuk@uoregon.edu>)) to be signed by the Senior Vice Provost.

4. **Request to Offer with Waiver of Search:**

The host department will proceed with the appointment in accordance with existing campus procedures. The required documentation for the spousal appointment at the proposed rank should be compiled by the partner's hiring unit and submitted via the dean's office to Unclassified Personnel Services (UPS). Complete and collect the following materials:

- [Request to Offer \(RTO\) \(http://ups.uoregon.edu/content/pwaappt-overview-requests-offer-rto\)](http://ups.uoregon.edu/content/pwaappt-overview-requests-offer-rto) for the proposed appointment, signed by department head and dean
- [Request for Waiver of Unclassified Search Process form \(http://ups.uoregon.edu/sites/ups.uoregon.edu/files/ups/Request%20for%20Waiver%20of%20Search%20rev%20Mar%202014.pdf\)](http://ups.uoregon.edu/sites/ups.uoregon.edu/files/ups/Request%20for%20Waiver%20of%20Search%20rev%20Mar%202014.pdf), signed by department head and dean. The waiver form should designate "contractual agreement" as the type of waiver.
- Copy of the [Dual Career Agreement form \(/sites/academicaffairs2.uoregon.edu/files/dual_career_funding_agreement_4-21-15_gd.pdf\)](/sites/academicaffairs2.uoregon.edu/files/dual_career_funding_agreement_4-21-15_gd.pdf), signed by all participating units and the Senior Vice Provost for Academic Affairs.
- Applicant's CV
- [Short application form \(http://ups.uoregon.edu/sites/ups.uoregon.edu/files/ups/EmplAppShort%20rev%200314.pdf\)](http://ups.uoregon.edu/sites/ups.uoregon.edu/files/ups/EmplAppShort%20rev%200314.pdf)

Questions about the programs, as well as applications for funding should be directed to the Office of Academic Affairs at 541-346-3081 or via email to palanuk@uoregon.edu (<mailto:palanuk@uoregon.edu>).

QUICK LINKS

[Current UA CBA](#)

[UO Policy Library](#)

[Faculty Handbook](#)

[Forms and Templates](#)

[Workshops](#)

[Departmental Policies](#)

RESOURCES

[Tenure-Track Faculty](#)

[Non-Tenure-Track Faculty](#)

[New Hires](#)

[Academic Affairs Archive](#)

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Academic Leadership

CAREERS

PRIVACY POLICY

ABOUT

FIND PEOPLE



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UO is deeply committed to diversity and inclusion and affirms and actively promotes the rights of all individuals to equal opportunity in education and employment at this institution. UO does not tolerate any type of prohibited discrimination in any of its programs or activities, including employment. Further, it is required by Title IX and other applicable laws not to discriminate on the basis of sex. Questions regarding prohibited discrimination, including questions regarding Title IX, may be referred to the University of Oregon's Title IX Coordinator or to the Office for Civil Rights. Title IX Coordinator Penny Daugherty, at 541-346-3123 and titleixcoordinator@uoregon.edu, located at 677 E. 12th Ave., Eugene, OR 97403. U.S. Department of Education, Western Region, Office for Civil Rights, at 206-607-1600 and ocr.seattle@ed.gov.