

Title/Subject: **DUAL CAREER POLICY**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: March 2016

Contact for More Information: Faculty Personnel Services/Human Resources

Board Policy Administrative Policy Procedure Guideline

BACKGROUND:

Central Michigan University (CMU) is committed to recruiting highly qualified faculty and administrative/executive staff. Candidates for these positions are often part of dual career couples and their decision to accept or reject an offer of employment may be influenced by the University's ability to identify appropriate employment for their trailing spouse/domestic partner (TS/DP).

PURPOSE:

The intent of this policy is to give CMU a competitive advantage in the hiring of highly qualified faculty and administrative/executive staff by providing employment opportunities to their TS/DP.

DEFINITIONS:

Candidate – An applicant for the original position at CMU, who has progressed to candidate or finalist status.

TS/DP – The trailing spouse or domestic partner of the candidate, excluding any other dependent of the candidate.

POLICY:

This policy applies to the TS/DP of candidates for faculty, senior officer, and high reporting-level professional and administrative (P&A) positions.

A qualified TS/DP is eligible for either a fixed-term faculty position or a P&A position in a college/unit associated with their demonstrated expertise.

The unit identified as most appropriate for the DP/TS is expected to accommodate the TS/DP unless the receiving unit can demonstrate: (1) that doing so substantially disrupts its operations, (2) funding is beyond what the department and appropriate Vice President is willing to provide, (3) it cannot accommodate the TS/DP due to office space limitations, and/or (4) there is an inappropriate fit between the qualifications of the individual and the available/proposed position.

Authority: George Ross, President

History: 04-2012

Indexed as: Spouse/domestic partner employment; Trailing Spouse/domestic partner Employment

Title/Subject: **DUAL CAREER POLICY**

The cost of the qualified TS/DP will be equally shared by the college/unit hiring the lead candidate and by the college/unit hiring the TS/DP. If funding is an issue for the unit hiring the TS/DP, it should work with the appropriate VP/Provost to identify additional resources.

The terms and conditions of a TS/DP shall be consistent with the terms and conditions of employment for similarly situated faculty/staff. For a fixed-term faculty TS/DP, the collective bargaining agreement between CMU and the Union of Teaching Faculty may be applicable. The TS/DP is also subject to the same policies that 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 TS/DP.

A TS/DP placed into a P&A or a fixed-term faculty position is eligible for an appointment up to a maximum of two years (contingent on performance as deemed acceptable by the relevant supervising unit – Department Chair/Dean/Senior Manager). If it is determined that the position should be filled beyond two years, a full search will be required. If eligible, the incumbent TS/DP may apply for the position.

This policy does not create any entitlement or contractual rights to employment, employment assistance, or any other obligation with respect to the TS/DP.

Every effort will be made to assist the TS/DP in finding employment; however, it may not be possible to respond to the employment needs of all dual career couples.

PROCEDURE:

Consistent with University policy and state and federal law, candidates should not be asked whether they have a TS/DP during the search process. Disclosure of a TS/DP is a voluntary act by candidates. Once it is clear that a TS/DP hire may be necessary in order to hire the candidate, the following procedures apply:

- a. The Dean/Senior Manager responsible for the candidate's hire determines the type of position the TS/DP desires, determines the most appropriate unit based on the TS/DP's area of expertise, and collects all relevant documentation from the TS/DP (e.g., curriculum vitae, references, etc.).
- b. The Dean/Senior Manager responsible for the candidate's hire then contacts the Dean/Senior Manager of the appropriate unit for the TS/DP, if it is in a unit other than his/hers, and shares the TS/DP's documentation.
- c. The TS/DP's potential hiring unit is then responsible for determining the qualifications of the TS/DP for a position within that unit. This determination will include an interview of the TS/DP by the appropriate interested parties.
- d. If it is determined that a college/unit would like to place a TS/DP into a benefit eligible position, a position must be created (and the funding approved), prior to any job offer. However, a college/unit can place a TS/DP into a temporary position (no benefits) without having to create a position.
- e. The TS/DP hire shall receive all appropriate approvals and comply with all other university policies, including but not limited to reference checks, criminal background checks and nepotism.

Title/Subject: **DUAL CAREER POLICY**

- f. Offers to TS/DPs are contingent on the acceptance of the primary candidate.

The final decision regarding the placement of a TS/DP is solely at the discretion of the University and is not subject to appeal.

Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy. This document supersedes all previous policies, procedures and directives relative to this subject.