



Dual Careers Recruitment Support | Cost-Sharing

Eligibility

- This program applies when a **full-time, tenure-track or tenured faculty member in one of the ten schools** is the primary hire.
- Secondary hire (spouse/partner) can be **tenure-track and NTT faculty**, as well as **staff** and/or **administrators** in any university unit (i.e. all schools, ACCs, JHTV, JHHS, etc).

Restrictions

- Program is available **only** when the primary and secondary hires are in different university units (i.e. all schools, ACCs, JHTV, JHHS, etc), with the **primary hire being in one of the ten schools**.
- The primary hire's school is **fully** responsible for the salary and start-up costs of the primary hire.
- When the secondary hire is in a **different school than the primary hire, or in one of the university units**, the cost-sharing program described below may be used.
- The **secondary hiring university unit** must commit to continuing the secondary hire funding after the term of the cost-sharing, assuming satisfactory performance and/or tenure review.
- Secondary hires are eligible for consideration **up to 12 months after** the primary hire's start date. The three-year commitment to the secondary hire's salary must fit within the five-year timeframe of the pilot phase of this program.

Cost-Sharing Structure

- **Financial support model for the first 3 years of the secondary hire:**
 - Department 1/School 1 (**Primary Hire**): 1/3 of salary + benefits
 - Department 2/School 2/University Unit (**Secondary Hire**): 1/3 of salary + benefits
 - **University Administration**: 1/3 of salary + benefits
- **Note:** This program is for **salary support of the secondary hire only**. Secondary hiring department/school/university unit covers any start-up costs for the secondary hire.

Process

1. **Notify the Provost's Office early:**
Department chairs and/or deans should inform the [Office of the Vice Provost for Faculty Affairs](#) early in the recruitment process or when it is known that a spouse/partner will need a position to determine if and how the Cost-Sharing Arrangement can be applied.
2. **Coordination and Consultation:**
 - If the secondary hire is a faculty member, the identification of potential departments and the negotiation with the secondary department/unit or school are managed by the primary hire's department or school. The **Deans, Vice Deans for Faculty, Chairs and Divisional Business Officers** are involved as is typical for the schools and/or departments involved.

- If the secondary hire is a staff member, **Faculty Affairs' Dual Career** (in the Provost Office) staff may coordinate with the **Deans, Vice Deans for Faculty, Chairs and Divisional Business Officers** regarding requests from faculty candidates for partner hires. This process may include identifying appropriate positions and engaging with departments that may have an interest in hiring the partner.
3. **Departmental Assessment:**
 - The relevant department/university unit leadership reviews the partner candidate using the department's/university unit's **usual assessment process**, as needed.
 4. **Funding Request:**
 - Primary and secondary department leadership request for their 1/3 funding through their **dean's offices**, as is typical for the school/department/university unit. If funds are managed in the departments/university units, then the deans may not be involved.
 - Department/university unit leadership or deans submit the request for UA's 1/3 contribution to the [Office of the Vice Provost for Faculty Affairs](#) for approval.