Process and Support Guidelines for Dual Career Recruitments

This memo outlines the procedures and resources available to support the successful recruitment of dual career couples. For clarity, this memo uses the terms “primary hire” and “primary department” to refer to the individual Cornell has originally sought to hire and to that person’s tenure home or hiring department. Similarly, the term “secondary hire” refers to the partner of the primary hire and “secondary hiring unit” signifies the Cornell department that may act as the home or hiring unit for the dual career partner.

Office Responsibilities

University efforts to support dual career faculty recruitments are the shared responsibilities of the academic units, Office of the Vice Provost, Office of Faculty Development and Diversity (OFDD) and the Division of Human Resources, Dual Career Program Office.

The Office of the Vice Provost together with the OFDD play key roles in dual career recruitment:
- Assisting in identifying potential academic (TT and non-TT) positions.
- Facilitating conversations between or among colleges.
- Providing partial bridge funding to certain dual career hires (see below).

The Dual Career Program Office is a resource for colleges/units regarding dual career questions and concerns. The office focuses largely on dual career partners pursuing non-academic positions. Qualifying dual career partners receive:
- Job search assistance
- Dual Career identification for Cornell positions
- Support and advice on resumes, cover letters and interviewing techniques if desired
- Information about job openings at Cornell and with area employers as appropriate
- Networking assistance
- Information about the local hiring market
- Facilitating conversations between hiring colleges and units

Success in addressing dual career challenges at the University is directly dependent upon the willingness, commitment and efforts of the broader Cornell and regional hiring communities.

Dual Career Guidelines

The guidelines are intended to articulate our shared commitment, expedite communications and advance increased coordination between units to assist in the timely recruitment of top talent. In the event that a dual career recruitment is not possible (or successful), increased process efficiency will nonetheless enable the requesting college/school to move quickly to consider other candidates.

The general guidelines below may be supplemented by additional unit-specific requirements or protocols.
Step 1: Identifying a Dual Career Issue
It is critical for hiring authorities to identify dual career issues as early as possible in the recruitment process, given the time it may take to develop and explore possible opportunities for the dual career partner. Please note that you do not need to wait until a formal offer is made to the primary candidate before taking action as long as such an offer seems reasonably likely.

Concerns regarding discrimination in hiring preclude asking candidates directly about their marital status. Therefore, the suggested approach is to inform all applicants of the resources available for dual career recruitment, which can be found at [https://www.hr.cornell.edu/jobs/dual_career.html](https://www.hr.cornell.edu/jobs/dual_career.html). It is also appropriate to ask applicants at any point in the hiring process whether you can be of assistance in addressing any possible issues or concerns that may affect their decision to come to Cornell. Once a candidate has raised a dual career issue, you are free to pursue further conversations regarding the career interests of the partner.

Step 2: Notification of a Dual Career Issue
Dual Career Partners Seeking Academic Positions
As soon as a dual career issue has been identified, the hiring authority should notify their dean, relevant associate dean or designee as appropriate and customary for that school/college. All relevant information (e.g. resume/CV, career aspirations) should be provided. The dean’s office plays a critical role in working with other deans and hiring authorities to identify possible positions for the dual career partner across campus and to explore potential funding options. This is especially important for dual career academic couples since such recruitments are generally managed between the schools/colleges.

Dual Career Partners Seeking Staff Positions and Positions Beyond Cornell
As soon as a dual career issue has been identified, the hiring authority should notify their dean, relevant associate dean or designee as appropriate, providing all relevant information (e.g. resume/CV, career aspirations). To engage central assistance with the process of identifying staff positions, or opportunities beyond Cornell, contact the Dual Career Program Manager.

Step 3: Identifying Academic Positions.
Given the complexity of Cornell, including the fact that some academic disciplines are represented in multiple departments across the university, the primary hire and their partners may not always be aware of the full range of potential opportunities. The department chair and dean of the primary hiring unit should therefore take an active role in quickly identifying all such options for the dual career partner. The OFDD and VP can actively assist in this process. Given the importance of timeliness, multiple options should be explored simultaneously.

Step 4: Initiating an Academic Placement.
Once potential positions are identified:

a. The dean for the primary hire should make a request to the dean of the potential secondary hiring department(s) for prompt consideration of the dual career partner, providing the necessary background information.
b. Within a week, the secondary hiring dean should work through their respective systems and respond to the primary hiring dean and VP/OFDD with suggestions and possible options. Specifically, the secondary hiring dean’s office will consult with relevant department chairs regarding potential interest, and request those chairs to engage their faculty in discussion of possible opportunities within 5-7 days.

c. Within an additional week, the deans and department chairs of both units should confer collectively to discuss the outcomes of departmental discussions, available opportunities and the process going forward with a timeline.

d. The OFDD/VP is available upon request to actively facilitate the discussions described above.

Timelines vary for recruitments at different ranks, with perhaps greatest pressure attached to searches in which junior faculty candidates are applying to multiple institutions during the ‘recruitment season’. In such cases, the dual career recruitment is best served if the secondary hiring department hosts the dual career recruit for an interview as soon as is practical. If opportunities exist in more than one department, the visit should be coordinated. In departments in which it is customary, this visit can be planned in coordination with a second visit by the primary candidate to the primary hiring department.

These protocols are intended to facilitate recruitments when the primary hire and the secondary hire are seeking academic positions in different schools or colleges. When they are both seeking appointments in the same school or college (even if in different departments), that school or college will facilitate its internal discussions in a similarly expedited manner.

**Step 5: Funding Issues.**

Currently, the Provost’s Office provides partial bridge funding for dual career partners in order to encourage and facilitate dual career recruitments between different schools/colleges, according to the guidelines below. All funding requests should be made by the relevant dean(s) and should be directed to the Vice Provost. Requests for individual exceptions to these guidelines should be presented to the Vice Provost.

a. **Eligibility for University Support.** When the primary hire is a tenure track appointment, the provost will provide resources to assist with the secondary hire into an academic title, provided the appointments are in two different colleges or schools. The salary and start-up costs for the primary hire are the responsibility of the primary hiring college or school. When the secondary hire (any academic title) is in the same college or school, salary and other support for the secondary hire are the responsibility of the primary hiring college or school.

b. **University Financial Support for Secondary Hire.** When the secondary hire (any academic title) is in a different college or school, the provost will provide 75% of the salary for 5 years. The remaining 25% of salary for 5 years will be provided by the primary hiring college or school.

c. **Responsibilities of the Secondary Hiring College or School.** At the time of initial appointment, the secondary hiring college or school must commit to continuing the secondary hire indefinitely after the initial 5 years, by providing college-based support for a TT ‘line’ when the appointment is in the
TT and the individual is successful in tenure review. If the secondary hire holds a different academic title and is successful in that position, including successful reappointment review(s) as are appropriate to the title, the secondary hiring college or school will provide 5 additional years of salary and support for the secondary hire.

\[ d. \textit{Start-up Costs.} \] If the secondary hire requires start-up support, the provost will contribute at a level not to exceed 25% of the start-up package, not including any support for capital projects. Given that equipment and other start-up resources are most often shared and retained within the home department/unit, the remainder of the start-up costs for the secondary hire is the responsibility of the secondary hiring college.

\[ e. \textit{Funding for other Positions.} \] On a case by case basis, the Vice Provost may consider requests

- for partial bridge funding for the secondary hire in a non-academic position, OR
- for dual career funding when the primary hire is in a non-tenure track, academic position.

\[ \textbf{Step 6: Search Waivers.} \]
Under current university policy, normal open search requirements may be waived for dual career partners. Unit HR offices can initiate the waiver request process.

\[ \textbf{Step 7: Tracking and Data Collection.} \]
The university seeks to track dual career recruitments, analyze trends and improve processes. Please notify OFDD of all hiring outcomes. In cases in which the Dual Career Office has provided assistance, please inform them of the hiring outcome. If the recruitment is unsuccessful, note whether Cornell was unable to provide an attractive dual career opportunity or whether the primary candidate declined for other reasons.

Please direct questions to Yael Levitte, Associate Vice Provost (yael.levitte@cornell.edu), Judy Appleton, Vice Provost (jaa2@cornell.edu), or Jill Johnson, Manager, Dual Career and Engagement Programs (jill.johnson@cornell.edu), https://www.hr.cornell.edu/jobs/dual_career.html.