

University of Iowa Office of the Provost

Dual Academic Career Fund Guidelines

PURPOSE:

When the recruitment of a tenured/tenure-track faculty member is contingent upon the employment of a spouse/partner, the Office of the Provost will work with colleges and departments to provide partial salary support through the Dual Academic Career Initiative to support hiring an academically qualified spouse/partner into a faculty position. The primary purpose is recruitment and, in exceptional cases, may be used for retention.

ELIGIBLE POSITIONS

- 1) **Faculty Track of Primary Hire:** Tenured/Tenure-track
- 2) **Faculty Track of Spousal/Partner (Secondary) Hire:** GEF-supported positions that enhance the university's teaching mission. In special circumstances, P&S who support the academic mission may be considered.

FUNDING GUIDELINES:

- The Office of the Provost will support eligible secondary hires at \$40K annually to support salary/fringe benefit expenses.
- Subsequent salary increases and related expenses are the responsibility of the spouse/partner's hiring unit (i.e., secondary hire's unit).
- Upon the resignation, termination, or retirement of the primary-hire faculty member, the partial-funding lines supporting the position will revert to their originating units.
- Once the term of support for the spousal/partner hire expires (these will generally be 3-year appointments), the collegiate deans and DEOs of the faculty hire and spousal/partner hire should generate an MOU outlining a funding plan for the spousal/partner hire going forward (if the appointment will be renewed).

APPLICATION PROCESS:

- The department of the primary hire shall submit a completed Dual Academic Career Fund Application Form for review by the Office of the Provost. The application should include a brief description of the hiring plan for both the primary faculty member and the spousal/partner hire.
- The Office of the Provost will review the application and inform the collegiate dean(s) of both the primary and secondary hire of the acceptance of the funding.
- Funds shall be transferred to coincide with the start date of the secondary hire, conditional on the start date of the primary hire. The funds will be transferred each fiscal year, starting in the fiscal year when the appointment begins.

University of Iowa Office of the Provost

Dual Academic Career Fund Request

To be completed by unit of primary hire and routed to unit of secondary hire for approval and signatures.

Name of Primary Hire:	
Anticipated Rank/Title of Primary Hire:	
College/Department of Primary Hire:	
Name of Proposed Secondary Hire Candidate:	
College/Department of Secondary Hire Candidate:	
<p>Please attach justification for spousal/partner hire request and the plan for continued employment for the spouse/partner after the Office of the Provost funding ends. If no continued employment is anticipated, please provide an acknowledgment that the secondary hire candidate has been informed that the position may not continue after the funding period.</p>	
Requested period of funding: _____ Years (1-3 years)	
Amount of salary requested: \$_____ (up to \$40,000 per year)	
Anticipated hire date: _____ (Mo/Day/Yr)	
Approvals	
Unit of Primary Hire	
Departmental Executive Officer (DEO)	
I will support this position for _____ years, in the amount of \$ _____ (salary/benefits) per year.	
Name:	Title:
DEO Signature:	Date:
Collegiate Dean	
Collegiate Dean Signature:	Date:

Unit of Secondary Hire	
Departmental Executive Officer (DEO)	
I will support this position for _____ years, in the amount of \$ _____ (salary/benefits) per year.	
Name:	Title:
DEO Signature:	Date:
Collegiate Dean	
Collegiate Dean Signature	Date
Office of the Provost Approval	
The Office of the Provost will support this position for _____ years, in the amount of \$_____ per year.	
Associate Provost for Faculty Signature:	Date

Please submit completed form to:

Lois J. Geist, Associate Provost for Faculty
Office of the Provost, 111 Jessup Hall
Email: faculty@uiowa.edu