

University of Iowa Office of the Executive Vice President and Provost

# Dual Academic Career Fund Guidelines

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## PURPOSE:

When the recruitment or retention of a tenured/tenure-track faculty member is contingent upon the employment of a spouse/partner, the Office of the Executive Vice President and Provost will work with colleges and departments to provide partial salary support through the Dual Academic Career Fund to support hiring an academically qualified spouse/partner into a faculty position.

## ELIGIBLE POSITIONS

The Dual Academic Career Fund supports the recruitment or retention of tenured/tenure-track faculty by providing support to hire their spouse/partner. Spousal/partner (secondary) hires are eligible for positions supported by general education funds (GEF) that enhance the university's academic mission. These positions include:

- **Tenured or tenure-track faculty:** To be eligible for consideration for a tenured or tenure-track faculty position, the secondary hire must have appropriate qualifications and demonstrate the ability to substantially contribute to the university's mission of teaching, research, and public service.
- **Clinical-track, instructional-track, or term faculty:** Eligibility for a clinical-track, instructional-track, or term faculty appointment will be based on the secondary hire's credentials.
- **Professional & scientific staff:** In special cases, a spouse/partner may be considered P&S positions that support the academic mission of the university.

## FUNDING GUIDELINES:

- The Office of the Executive Vice President and Provost may provide up to \$40,000 annually (for a specified support term) to supplement the cost of salary and fringe benefits for eligible secondary hires.
- Subsequent salary increases and related expenses are the responsibility of the secondary hire's unit.
- Once the term of support for the spousal/partner hire expires (generally after three years), the collegiate deans and DEOs of both the primary and secondary hire should determine an ongoing funding plan for the spousal/partner hire.

## 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 Executive Vice President and 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 Executive Vice President and 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. Subsequent funds will be transferred in each fiscal year of the agreement.

University of Iowa Office of the Executive Vice President and Provost  
**Dual Academic Career Fund Request**

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

<b>Name of Primary Hire:</b>	
<b>Anticipated Rank/Title of Primary Hire:</b>	
<b>College/Department of Primary Hire:</b>	
<b>Name of Proposed Secondary Hire Candidate:</b>	
<b>College/Department of Secondary Hire Candidate:</b>	
<p>Please attach justification for spousal/partner hire request and the plan for continued employment for the spouse/partner after the Office of the Executive Vice President and 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>	
<b>Requested period of funding:</b> ____ Years (1-3 years)	
<b>Amount of salary support requested:</b> \$_____ (up to \$40,000 per year)	
<b>Anticipated hire date:</b> _____ (Mo/Day/Yr)	
<b>Approvals</b>	
<b>Unit of Primary Hire</b>	
<b>Departmental Executive Officer (DEO)</b>	
I will support this position for ____ years, in the amount of \$ _____ (salary/benefits) per year.	
Name:	Title:
DEO Signature:	Date:
<b>Collegiate Dean</b>	
Collegiate Dean Signature:	Date:

<b>Unit of Secondary Hire</b>	
<b>Departmental Executive Officer (DEO)</b>	
I will support this position for _____ years, in the amount of \$ _____ (salary/benefits) per year.	
Name:	Title:
DEO Signature:	Date:
<b>Collegiate Dean</b>	
Collegiate Dean Signature	Date
<b>Office of the Executive Vice President and Provost Approval</b>	
The Office of the Executive Vice President and 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 Geist, Associate Provost for Faculty**  
**Office of the Provost, 111 Jessup Hall**  
**Email: [faculty@uiowa.edu](mailto:faculty@uiowa.edu)**