

**University of Kentucky**  
**Office of the Provost**  
**Policy: Faculty Dual Career Partner Assistance**

I. Introduction

The University of Kentucky is committed to recruiting an outstanding faculty. Candidates for positions are often part of dual career couples. A candidate's final decision to accept or reject an offer of employment is increasingly influenced by the University's ability to identify appropriate employment for the candidate's spouse or partner.

Spouses and partners of prospective faculty members are encouraged to inquire about dual career partner assistance as the possibility of relocation emerges. Although the University cannot guarantee employment, it is fully committed to helping a spouse or partner find fulfilling work either at UK or in the greater Lexington area. Revealing the need for partner relocation will not diminish a faculty candidate's chance of receiving the position. The following policy and guidelines are designed to assist department chairs, program directors, and other administrators attempting to explore a spouse/partner hire.

II. Guidelines

- a. This policy applies to the recruitment of faculty.
- b. This policy does not create any entitlement or contractual rights to employment assistance or employment or any other obligation with respect to any candidate's spouse or partner. Every effort will be made to assist the spouse/partner in finding suitable employment, but given finite resources and the need for an appropriate fit, it will not be possible to respond to the employment needs of all dual career couples.
- c. For positions within the University of Kentucky the following principles should guide any proposed dual career assistance under this policy:
  - i. There must be an appropriate fit between the qualifications of the spouse/partner and the available or proposed position.
  - ii. Following an appropriate interview and evaluation process, an offer of employment to the spouse/partner shall be extended only if there is strong support on the part of the target unit or department where the position is located.
  - iii. Partial funding may be available on a temporary basis to assist in securing employment for a spouse/partner.
  - iv. The spouse/partner should receive all appropriate approvals and comply with the policies of the University's Equal Opportunity Office and Human Resources Office.
  - v. The terms and conditions of a spouse/partner hire shall be consistent with the published guidelines and practices of UK's Human Resources. For example, if a spouse/partner is hired into a vacant or newly created faculty

or staff position, he or she shall be subject to the same employment rules that generally 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 spouse/partner hire.

### III. Informing Candidates

The dean's offices of all academic colleges should inform all department chairs, program directors and all search committee chairs about the Faculty Dual Career Partner Assistance policy.

Search committees should include language in the position advertisement regarding the existence of this program. Sample language is "The University of Kentucky is responsive to the needs of dual career couples."

During the interview process, search committees or unit chair/director should inform **all** interviewing candidates of the dual career assistance program during the interview process. Please note it is inappropriate to ask whether a candidate has a spouse/partner; just give a copy of the dual career partner services brochure to **all** candidates.

### IV. Procedure After You Become Aware that Dual Career Spouse/Partner Assistance is Needed

- a. *Dual Career Assistance Request.* The candidate for employment should convey the need for dual career assistance to the academic unit head, ideally well before an offer is tendered, so that opportunities can be identified. The candidate or spouse/partner must supply information regarding the spouse/partner's educational background experience, and employment history to the academic unit head.
- b. *Dean's Office Notification.* The department chair or unit director should consult with the college dean when it is clear that a spousal/partner hire may be necessary in order to hire a new faculty member. Both potential contacts and likely funding arrangements should be discussed.
- c. *Identify Possibilities for Employment.*  
The dean or dean's designee should jointly decide who will take primary responsibility for determining the type of position the spouse/partner desires, their qualifications and proceeding with the next steps.

#### Faculty Position outside the College:

If the spouse/partner is interested in a faculty position that is outside of the candidate's college, the Dean should directly contact other Deans within the university to identify potential faculty opportunities. Also, Deans can work with the Associate Provost for Faculty Affairs to contact other units within the university when appropriate.

Non-Faculty Position:

If the spouse/partner is looking for a **non-faculty position at UK or employment in the surrounding community**, then the appropriate administrator should contact Ms. Rita Wilkie in the Office of the Associate Provost for Faculty Affairs ([rwilkie@email.uky.edu](mailto:rwilkie@email.uky.edu) or 859-323-6589). Ms. Wilkie will work with UK HR Employment Specialist to provide information about the university online employment application system and community possibilities.

- d. *Evaluate and Interview Potential Candidate(s) for UK Positions.* If an open position is available and the receiving department/unit and the spouse/partner both indicate clear interest; then the receiving unit can proceed with an expedited search, with the Dean's authorization.

For UK Staff positions, during the expedited search process, the receiving unit should draft or revise the position description and advertise the position for at least one week as required by EOP and HR procedures. Note: if the potential candidate is a non-U.S. citizen, however, a full search must be conducted.

- e. *Negotiate Terms and Financial Support for UK Positions.* In some cases the Provost may agree to provide 'bridge' funding on a temporary basis for the spouse/partner hire.
- f. *Final Approval and Employment Offer for UK Positions.* All HR and EOP hiring policies and processes, including job references and background check, should be followed to finalize the hire. The receiving unit may make an offer of employment to the spouse/partner only after the conclusion of negotiations regarding terms and financial support.