

## DUAL CAREER PROCEDURES

- ADVANCE office gets the list of short-list candidates via fax from the EAD office
- ADVANCE office sends a letter to each short-listed candidate:
  - if you or your partner can help ADVANCE-NE achieve its goal increasing the number of women faculty in STEM, do the following:
  - Send letter of intent and c.v. to ADVANCE
  - In addition, we send a copy of the UNL “Family Friendly Policies” brochure
- Upon receipt of dual career letter and c.v., Holmes contacts the department chair of the primary hire and of the department the partner would apply to, if different.
- Department chair keeps Director apprised of status of short-list candidates. If a candidate with a dual career partner appears to be headed for the offer, Holmes notifies the Dean’s office(s) and Academic Affairs.
- Search committees and faculty are not informed until a decision is made to make an offer to the candidate.
- Following approval for the partner’s potential position by Academic Affairs and the dean(s), the department votes whether to interview the partner.
- If the vote is positive, the department chair enters the new position on People Admin
- ADVANCE office assists department chair with a Letter of Waiver to EAD office
- ADVANCE office pays expenses for partner to visit campus for an interview
- ADVANCE grant pays  $\frac{1}{4}$  of salary of successful partners; Office of Research pays  $\frac{1}{3}$  of partner’s startup costs.

The advantages of this procedure are that we have the potential to learn about a dual career opportunity earlier in the search process, funds are made available for the partner to travel for the required interview, and ADVANCE office submits the position authorization/waiver request to move the procedure forward at a faster pace.