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THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Education

Dual-Career: Spousal/Partner Hire Guidelines

(Adopted October 5th, 2012)

The Faculty of Education is establishing guidelines on dual-career/spousal hires to advance and fairly address recruitment and retention cases. Dual-career/spousal hires are one strategy among many to achieve the strategic vision of the Faculty and the University, with the primary goal being to recruit and retain excellent employees at UBC. Our responsibility is to ensure a balanced process that meets a certain merit threshold from the perspective of recruitment, retention, diversity, and workplace morale.

General Guidelines

1. The issue of spouse/partner employment is pivotal for many candidates when considering faculty positions. The successful relocation of a spouse/partner may be an essential factor in the recruitment of a new faculty member and in occasional retention cases that meet certain financial and strategic criteria.
2. There is currently no university-wide program for dual-career/spousal hiring. However, there are several approvals that must be obtained before a dual-career/spousal offer can be made. These include the Dean obtaining an advertisement waiver from the Provost under Policy 20 (Advertising of Position Vacancies) and approval of the Provost to share in the temporary financial support for the position.
3. To support recruitment and retention efforts, the University offers employment assistance services through the UBC Work-Life Relocation Centre for spouses and partners seeking positions inside and outside of academia. Eligibility is restricted to the spouses and partners of tenure-track faculty members and members of the senior executive of the university who are relocating from beyond the Greater Vancouver Area.
4. It should be noted that while efforts may be made to assist the spouse/partner in finding a suitable position, there is no guarantee of employment and services are not unlimited.
5. Eligible relationships under these guidelines include opposite or same sex couples in a legally-recognized marriage or common law relationship.
6. Spousal appointments are a tool for the recruitment or retention of excellent personnel. They will be considered when:
 - a) A candidate for hire has been shortlisted for a position and he or she has indicated a desire to explore the possibility of a spousal appointment. A candidate should

contact the Search Chair, the Head of the department or the Senior Associate Dean to indicate their interest in a spousal hire. A discussion with the Dean should be initiated to determine next steps.

- b) The University wishes to retain a faculty member and that faculty member has consistently demonstrated a high level of achievement and contribution to the faculty and University and received serious recruitment efforts from peer institutions (e.g. direct invitations to apply and follow-up, final stage interviews, competing offers, and/or other enticements).
7. All appointments must conform to the *Faculty Recruitment Guide* for tenure and tenure-track positions and other relevant University policies and will be subject to the consent of the receiving unit.
 8. For all proposed spousal/partner appointments, the review process must follow as closely as possible the usual open process for selecting candidates for that type of position. The fullest possible peer review helps to build a culture of support for spousal/partner hires and is more likely to result in a genuine welcome for the person into the receiving department.
 9. Funding for dual-career/spousal hire appointments as part of recruitment is typically a three-way split (33% each) for a maximum of three years among the unit hiring the candidate, the unit employing the spouse/partner, and the Office of the Provost. After three years, full financial responsibility shifts to the hiring/receiving unit where the spouse/partner is employed.
 10. The Dean and Senior Associate Dean should be notified:
 - a. As soon as it becomes known that a dual-career/spousal hire may be involved in recruiting one of the shortlisted candidates brought in for interviews.
 - b. For consultation/guidance on a retention case of a faculty member who consistently demonstrates a high level of achievement and contribution to the faculty and university.
 11. The academic qualifications of the spouse/partner must be sufficiently strong so that they would be competitive in an open competition for the kind of position sought.
 12. Typically in the Faculty of Education, spouses/partners of principal hires will not be appointed into tenured or tenure-track positions. In most cases, they will be offered limited term positions that are renewable annually for a maximum of three years. Spouses/partners holding such appointments are encouraged to apply for any tenure-track positions that become available.
 13. Department heads who wish to request a spousal/partner hire will assess the principal hire and the spousal/partner hire in relation to the department and Faculty strategic priorities and diversity goals. The department requesting the spousal/partner hire is expected to

provide justification to the Dean about the value of the principal hire and the spousal/partner hire.

14. To initiate the process, the department head or search committee chair (whoever first learns of the request) contacts the Dean and Senior Associate Dean to discuss possible placement(s) for the spouse/partner.
15. Department heads who are asked to consider receiving a spousal/partner hire will also analyze the spousal/partner hire in relation to the department's faculty renewal plan, strategic priorities and equity and diversity goals.
16. Any extension of contracts beyond the initial appointment will be considered only in extraordinary circumstances of personal need and will be further contingent on the candidate's performance and the receiving department's needs. Heads can take an active role in coaching the spouse/partner to enhance their chances of moving on to a permanent academic appointment either at the University of British Columbia or another educational institution within the Greater Vancouver Area.
17. If a department refuses to consider a proposed spousal/partner candidate, or rejects one after a departmental review, the department is expected to provide written reasons for its decision (e.g. lack of funding, higher priority needs in renewal plan, etc.) to the Dean's Office and the Provost's Office.
18. If you have any questions concerning these guidelines or require assistance beyond the resources of the Faculty of Education in relation to a spousal/partner hire, please contact the Senior Associate Dean for advice.
19. Criteria that will be considered by the Dean's Office in deciding whether to pursue a spousal/partner hire include:
 - a. The fit of the hire with the strategic priorities of the department(s) concerned and the Faculty of Education
 - b. The overall financial commitment involved
 - c. The overall benefits to the Faculty of Education and to the University

Guidelines for Spouses/Partners Seeking A University Academic Appointment

The Process

1. At the earliest possible stage, the Head and hiring committee should check the Academic Employment Opportunities website to determine whether positions are being advertised that might be appropriate for the spouse/partner.
2. The Head of the department making the principal hire will send a request to the Dean and Senior Associate Dean for the consideration of a spousal/partner appointment, with copies of the couples' CVs. If the spouse/partner's area of expertise is within the Faculty, the Dean (or the Dean's designate) will attempt to identify positions and broker introductions with the relevant departments within the Faculty. If not, the Dean may contact the Deans of other academic units for the same purpose.
3. If the decision is to pursue the possibility of a spousal appointment, the Dean consults with the Provost to determine if there would be any financial participation by the Provost's Office if an appointment were offered and whether the Provost would grant a waiver of advertising the position.

“Waivers of advertising under Policy 20 must be approved in advance of making an offer to the intended candidate. Requests for waivers must be in writing and must provide a sound basis for the request including setting out the specific circumstances that justify a waiver. A request for an advertisement waiver should address:

- The value the individual brings to the academic unit, and to UBC.
- What sets this person apart competitively from others who would otherwise apply for the position if advertised?
- How does this request fit with UBC Policy 2: Employment Equity (<http://www.universitycounsel.ubc.ca/files/2010/09/policy2.pdf>)?
- The process that has been used by the Department and Faculty to vet the selection? What competitive process, if any, has been followed in relation to this particular position?
- Any relevant recruitment challenges facing the academic unit?
- Citizenship/legal working status of the candidate. (Immigration “CIC” requirements may override the ability to approve such a request.)
- If this is a spousal/partner hire, please indicate the citizenship/legal working status of the spouse/partner and their rank.
- Attach the candidate's current CV and publications record, letters of reference, departmental recommendation, and any other relevant documentation.
- A clear commitment to finance the position from within existing Faculty resources.

If the Provost is supportive of moving ahead and there is agreement on financial participation, the Dean consults with the receiving department on which elements of the typical hiring process should be employed.

4. If a spousal candidate makes it successfully through the department-level processes for an identified position, the Head makes a final recommendation to the Dean who will make a final decision which will be communicated to the partners and the Head.
5. If the decision is to offer an appointment, a package including the spouse/partner's CV, letters of reference, the Head's recommendation, and the draft letter of offer must be sent to Faculty Relations for formal approval.
6. During the period of employment in any temporary appointment, steps should be taken by the spouse/partner to secure a tenure track appointment. The Head should take an active role as needed and direct them to the appropriate resources available at UBC.
7. Academic appointments for spouses/partners of new faculty can only be offered at the time of hire. Any commitments to the future consideration of a spousal appointment (e.g. after a PhD or post-doctoral position is completed) are to be included in the letter of offer to the principal hire. For a retention case, conditions of an academic appointment for spouses/partners are to be outlined in a letter to the faculty member and in any letter of offer to the spouse/partner.
8. If there is no suitable academic work within the University of British Columbia, there may be opportunities at other universities and colleges in the Greater Vancouver Area or within reasonable commuting distance. Links to appropriate websites for other academic institutions are available at [British Columbia Colleges and Universities](#)

Guidelines for Spouses/Partners Seeking Assistance from UBC for Non-Academic Employment

For spouses/partners seeking non-academic employment, the situation is more complex, since many staff groups at UBC are unionized or covered by framework agreements. These contracts often require that new jobs be offered first to internal candidates. The framework agreement for Management and Professional Staff – potentially the most likely category for spousal hires – contains no requirement for internal posting. Other employee groups at UBC include CUPE 116, CUPE 2278, CUPE 2950, BCGEU Okanagan, BCGEU Child Care, Executive Administrative Staff, Farm Workers, IUOE 882, and Non-Union Technicians.

The Faculty of Education can only offer limited assistance to spouses/partners seeking non-academic employment. This assistance is primarily in the form of referrals to campus-based and other employment support services as described below.

The Process

1. The Head makes initial contact with the Faculty Relocation Office to approve the use of the [UBC Work- Life Relocation Centre](#) and forwards the contact information of the spouse/partner to the Manager of the Centre. Upon receipt of the resume, the Manager will contact the spouse/partner to discuss his/her employment assistance needs and interests and provide information on the services available.
2. The Manager, Work-Life and Relocation Services, will communicate with the spouse/partner to discuss employment opportunities, review resumes if requested and offer general, time-limited support for the spouse's employment search in Metro Vancouver.

** Content of this document has benefitted from material gleaned from UBC, the University of Toronto, Higher Education Recruitment Consortium, and the [Dual Career Higher Education Network](#).