

Dual Career Support and Process Guidelines for Faculty Members*

Revised June 11, 2024

General

The Dual Career program is a strategic tool to support the recruitment and retention of outstanding faculty to UBC. The program provides advice and/or temporary financial support toward the employment of partners of newly-hired faculty, or of retention cases, upon request by the Dean. Not all attempts to find a dual career position will be successful, and the dual career possibility is only one part of a recruitment or retention strategy.

A Note to Candidates

We understand that dual career employment opportunities may be key considerations for the recruitment, hiring, and retention of excellent faculty at UBC. While we cannot guarantee employment at the University for a partner, units and Faculties will do their best to find positions for partners when such a request is a priority for the candidate. This dual career process does not involve creating new positions; generally units or Faculties are looking for “matches” for existing open positions or positions that will open up in the near future. Note that this dual career program is not intended for routine hires of postdocs or term teaching positions. Partners can be hired into a range of available positions: tenure-track Assistant Professors, Associate Professors and Full Professors; Research Associates; Lecturers; Postdoctoral Research Fellows; Research Assistants; Sessional Lecturers; and Assistant, Associate and Full Professors without review. If the partner would be seeking a staff/non-faculty position, please see the separate document, *Dual Career (Staff) Guidelines*.

Eligibility

The primary hire or retention candidate must be a tenured or tenure-track faculty member. The primary hire or retention candidate may access the program only once during employment with UBC.

Timing

The need for partner accommodation can be requested by candidates during their recruitment or after their hire, even after “settling in”. Requests for dual career hires can also be considered when retention offers are formulated for exceptional faculty members who have received offers from other institutions. It is important that the Office of the Provost be consulted at the early stages of the process if support will be requested, to ensure strategic alignment and availability of funding based on an early estimate of salary costs.

Please note that the partner hire’s start date should not precede the primary hire’s start date.

Identifying Dual Career Opportunities

It is primarily the responsibility of the Faculty or Unit to identify opportunities within the University or in some cases outside of UBC. While the Provost’s Office largely plays a facilitative role, it is pleased to provide support and advise where opportunities might exist at UBC or in some cases at local Universities or Colleges. In all cases, the Provost’s Office expects that equity, inclusion and diversity are key considerations of the proposal for funding support.

* Note that there is a separate set of Guidelines for the [Dual Career Staff Program](#).

If a suitable position is identified that is of interest to the partner, including current open competitions, the units arrange for the partner to be interviewed and they discuss a potential salary. If the unit intends to hire the partner, a memo should be sent from the Dean's Office to the Deputy Provost (250 words maximum), and include a request for an Advertisement Waiver (in accordance with [HR Policy 11](#), see Clause 4.3). Note that the Advertisement Waiver will need Faculty Relations' approval prior to Provost Office approval. Approval of the Advertisement Waiver must occur before an offer is made to the spousal candidate.

It is common for partners to be appointed to positions "without review", renewable annually. Partners holding such appointments are encouraged to apply for any appropriate tenure-track positions that become available at the university. It is hoped that a full-time tenure-track appointment may be identified for the partner at the completion of the appointment.

If the partner is hired directly into a tenure-stream, the Faculty is responsible for assuming all salary and associated costs upon the conclusion of the support offered by the Provost's Office.

A Note about UBC Hiring Policies

For proposed partner appointments, Faculties are asked to follow as closely as possible the usual open process for selecting candidates for the type of position that the partner is to be hired into. Adopting the usual process and peer review practices will help to build support in the Department for the partner hire. The academic qualifications of the partner should be comparable and sufficient that they would be considered in an open competition for the position.

Funding Arrangements and Support

Requests for funding are submitted to the Deputy Provost by the Dean, usually the Dean whose Faculty is recruiting the primary hire, in the form of brief 1-page memo of a maximum 250 words. The memo should mention the proposed salary and the specific percentage that the Provost Office is being asked to contribute if it departs from the standard 1/3rd. If approved, funding from the Provost Office is provided for a period of up to 3 years. In very rare circumstances (to be described and supported by the Dean), the time period may be extended by an additional 2 years. Positions without review are limited to 3 years. The usual shared funding arrangement for salary and benefits is:

- 1/3 from the Department/Faculty of the primary recruitment
- 1/3 from the Department/Faculty hiring the partner
- 1/3 from the Provost's Office

Given the funding envelope for this program has not changed and is not expected to increase, the Provost's office is making a change in how funding flows to the Faculty to support this initiative. As of July 1, 2024, the contribution from the Provost's Office will be fixed based on the starting salary at the inception of the three-year agreement plus 20% benefits. GWI will fully flow to the Faculties.

It is possible that a dual hire may be in the same Faculty as the target hire. In most of these cases the ratio would be 2/3 Faculty and 1/3 Provost's Office. A 50:50 split will be entertained only for the Faculty of Pharmaceutical Sciences and the Allard School of Law where there are no departments or divisions with budgets to support dual career hires, or in the case of the main and partner hire being located in the same unit, department, school or division. Some examples follow:

- If the main hire is in Anthropology, and the partner hire in Economics, each department pays the 1/3 share;
- If the main hire and partner are both in the Allard School of Law, then it is a 50/50 split between School and Provost Office;
- If the main hire and partner are in the same unit, such as the School of Public Policy and Global Affairs then it is split 50/50; and,

- If the main hire is in UBCV Engineering and the partner is at UBCO Engineering, each unit pays for their 1/3 share.

Conclusion of Financial Support

In the penultimate year of funded support for a position that is *not* tenure track, the relevant Deans and Heads should discuss whether the position will (1) end on the specified date or (2) be extended or made permanent.

- (1) If the position will terminate, the partner will need to be given the required amount of notice and should be encouraged and supported to begin seeking other employment. The Head may wish to coach the partner in pursuing opportunities at UBC or externally, or direct them to what resources are available to them in their employment search at UBC.
- (2) If the position will be extended or made permanent, the Faculties will need to discuss funding arrangements going forward once the Provost Office support has ended. The normal course of events would be for the Faculty/Department/Unit employing the partner will take on the full salary and benefits.

Positions Outside of UBC

If a suitable match is not found at UBC, the Dean may wish to reach out to counterparts at other lower mainland public post-secondary institutions. The use of an external hiring agency may also be considered. The Provost Office will support appropriate financial arrangements limited to between UBC and lower mainland public post-secondary institutions, to a salary cap of \$150,000. If a partner is the successful candidate for a position at another institution, financial arrangements would be similar to the above, with 2/3 of the salary and benefits provided by UBC (suggested to be shared equally between its Provost's Office and Faculty) and 1/3 from the institution hiring the partner for up to 3 years, possibly with additional 2 years in special circumstances. If the partner is hired into a position that is not a tenure-track position, UBC should be informed early as to whether the position is expected to be funded by the partner's hiring institution beyond the 3 years of mutual support. The Provost's share of this funding will be a fixed contribution based on the starting salary of the position plus 20% benefits.

The Dual Career program at UBC also has support available from a career coach who can work with individuals through the job search process.

Helpful Links

Visit <https://hr.ubc.ca/> and follow the links to find the Faculty Recruitment Guide and Faculty Relations' Recruitment Information (requires Campus Wide Log-In)

[Housing & Relocation Services](#)

Questions?

For further information, please contact the Deputy Provost, Dr. Janice Stewart.