



Dual Career Support and Process Guidelines for Staff or Non-Faculty Positions

Updated June 12, 2024

Overview:

The Dual Career Program is a strategic tool to support the recruitment and retention of outstanding faculty to UBC. For cases in which a staff or other non-faculty position is sought for a partner, this one-year program provides holistic career support and services towards employment, upon request of the Dean of the hiring faculty. It is important to note that not all attempts to find a dual career position will be successful, and that this program is only one part of the whole recruitment or retention strategy. Please also note that UBC's Dual Career Staff Program is not intended to create new positions; rather, the program provides the support detailed below.

Eligibility Notes:

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.

Notes to Deans:

In all cases, hires made under the program must respect any applicable labour relations agreements and policies.

Financial support is not offered for staff positions unless circumstances are very unusual and the Deputy Provost determines that it is warranted. Should this be the case, please note that given the funding envelope for the Dual Career 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 would 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.

The Process:

Step 1: The Candidate or Unit Head alerts the Dean's Office

To express interest in staff opportunities for partners of faculty candidates, the candidates and their partners should connect directly with the applicable Dean's office, or with the Department Head of the faculty candidate, prior to initiating a request for job search support through the Dual Career Staff Program.

Step 2: The Dean's Office consults with the Deputy Provost

The Dean will consult the Deputy Provost to determine whether dual career staff support is needed and that the following eligibility criteria are met:

- 1) The primary hire or retention candidate is a tenured or tenure track faculty member;
- 2) The primary hire or retention candidate has not accessed the program before.

Step 3: The Deputy Provost alerts the Director, Career Retention, Navigation and Transition

Upon the decision of the Deputy Provost, a confirmation by email is provided by the Deputy Provost's office to Pooja Khandelwal, Director, Career Retention, Navigation and Transition, Advisory Partnerships (pooja.khandelwal@ubc.ca) who will lead the intake and support process with the candidate once the primary candidate has accepted their offer.

The Director, Career Retention, Navigation and Transition should be made aware of any direct communication between the two Departments (the Department hiring the new faculty member and the Department or office potentially hiring their partner) to avoid conflict.

The following services will be provided by the Director, Career Retention, Navigation and Transition, Advisory Partnerships:

- Connect virtually with the candidate's partner to review their résumé and determine skills as well as identify areas of potential employment. Note that this step cannot begin until the primary hire has accepted UBC's offer.
- Determine whether outsourcing to consultants is required and make recommendations to the Vice-Provost's office.
- Provide appropriate career navigation coaching to support job search at UBC.
- Share information regarding UBC job postings and hiring processes.
- Provide coaching to enhance connections at UBC.
- Provide tips to enhance the partner candidate's résumé and provide interview skills support
- Help to secure an interview where such a request is a priority for the partner candidate.

Once the dual career partner is engaged in the program, it is expected that the partner is proactively taking the lead and initiative in utilizing the resources available to obtain suitable employment.

Step 4: The Director, Career Retention, Navigation and Transition, Advisory Partnerships provides regular updates to the Deputy Provost on status of the various Dual Career staff candidates.

Questions?

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