

Dual Career Support and Process Guidelines: for Faculty Members¹

Updated November 22, 2021

General:

The Dual Career program is a strategic tool to help support the recruitment and retention of outstanding faculty to UBC. The program provides assistance in the form of advice and/or temporary financial support toward the employment of partners of hires or of retention cases, upon request by the Dean of the hiring faculty. It is important to note that not all attempts to find a dual career position will be successful. The dual career possibility is only one part of the whole recruitment or retention strategy.

A Note to Candidates:

We understand that dual career employment opportunities may be a key consideration 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 assist in finding positions for partners where 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. Note that this dual career program is not intended for routine hires of postdocs or term teaching positions. Examples of potential dual career partner hires include tenure track Assistant Professors, Associate Professors and Full Professors; Research Associates; Lecturers; Postdoctoral Research Fellows; Research Assistants; and Assistant, Associate and Full Professors without review.

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.

Timing:

The need for partner accommodation can be requested by leading candidates during recruitment or even post-hire – sometimes a request may be made after “settling in”. Other requests for dual career hires can be considered at any time as this applies equally to critical retention cases when retention offers are being 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.

¹ Note that there is a separate set of [Guidelines for Dual Career Staff appointments](#).

If a suitable position is identified that is of interest to the partner, including any current open competitions, the units arrange for the partner to be interviewed and they discuss a potential salary. When they are ready to make a formal request to the Provost Office for funding support, it is helpful that this take the form of a memo from the Dean's Office to the Vice-Provost and Associate Vice-President Academic Affairs (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. Partners may also be considered for Research Associate positions or term teaching positions.

Note: If the partner is hired directly into a tenure-stream position it is understood that 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 spousal appointments, Faculties are asked to follow as closely as possible the usual open process for selecting candidates for that type of position. Adopting the usual process and peer review practices will help to build support in the Department for the spousal hire. The academic qualifications of the partner should be comparable and sufficient that they would be considered in an open competition for the position sought.

As mentioned above, an Advertisement Waiver would need to be prepared by the Dean for approval, first by Faculty Relations and then by the Vice-Provost and Associate Vice-President Academic Affairs. The Ad Waiver approval must be obtained before an offer is made to the candidate.

Funding Arrangements and Support:

Requests for funding are submitted to the Vice Provost and Associate Vice-President Academic Affairs 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 approved, funding from the Provost Office is provided for a period of up to 3 years. In special circumstances to be described and supported by Deans, the time period may be extended by an additional 2 years. Special circumstances include instances where candidates require a longer term commitment due to family situations or the availability of positions in smaller faculties. 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 Office

However, it is possible that dual hires may be in the same unit or 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, like 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.

In the penultimate year of funded support of the position, 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, for faculty or staff positions, the Dean may wish to reach out to counterparts at other lower mainland public post-secondary institutions. As noted above, 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 the primary hire's institution (suggested to be shared equally between its Provost Office and Faculty) and 1/3 from the institution hiring the partner, for up to 3 years, and possibly an additional 2 years in special circumstances. The primary hire's institution should be informed early as to whether the position is expected to continue to be funded by the partner's hiring institution beyond the 3 years of mutual support.

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:

- [Faculty Recruitment Guide \(Human Resources\)](#)
- [Faculty Relations - Recruitment](#)
- [Housing & Relocation Services](#)

Questions?:

For further information, please contact the Vice-Provost and Associate Vice-President Academic Affairs, [Prof. Moura Quayle](#).