

## Dual Career Support and Process Guidelines: for Staff

Updated August 10, 2021

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### Overview:

The Dual Career **Staff** Program is a strategic resource to support the recruitment and retention of outstanding faculty to UBC. This one-year program provides holistic career support and services toward the employment of partners of new faculty hires or key/critical retention cases in which the partner of the faculty member is seeking a staff position\*, upon request by the Dean of the hiring faculty. It is important to note that not all attempts to find a dual career staff 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.

\*This program runs parallel to the Dual Career **Faculty** Program; those guidelines can be viewed at:

<https://academic.ubc.ca/sites/vpa.ubc.ca/files/documents/Guidelines-Dual-Career-Support-for-Faculty.pdf>

The program is primarily for recruitment of outstanding new faculty members. It may also be used as a retention tool in cases when a retention offer is being formulated for an exceptional faculty member who has received an offer from another institution.

### 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. However, exceptions will be considered for positions that fall within the academic realm such as research associate positions or postdoctoral research fellowships. Should this be the case, please note the following.

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 a brief one-page memo of a maximum 250 words. If approved, funding from the Provost Office is provided for a period of up to three years for 1/3 of the salary and benefits. In special circumstances to be described and supported by Deans, the time period may be extended by an additional two years. Special circumstances include instances where candidates require a longer term commitment due to family situations or the availability of positions in smaller faculties. The usual funding distribution 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

It is possible that dual hires may be in the same unit or Faculty as the target hire. In most of these cases the above ratio would be adjusted to be 2/3 Faculty and 1/3 Provost's Office. A 50:50 split will be entertained only for those Faculties without Departments or Divisions.

## **The Process:**

### *Step 1: Candidates or Unit Heads alert the Dean's Office*

To express interest in staff opportunities for partners of candidates for faculty positions, 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 the job search support through the Dual Career Staff Program.

### *Step 2: Dean's Office consults with Vice-Provost*

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

- 1) The primary hire or retention candidate must be a tenured or tenure track faculty member;
- 2) The primary hire or retention candidate may not have accessed the program before.

### *Step 3: Vice-Provost alerts Director, Career Retention, Navigation and Transition*

Once it is decided to proceed, confirmation by email is provided by the Vice-Provost's office to Pooja Khandelwal, Director, Career Retention, Navigation and Transition, Advisory Partnerships ([pooja.khandelwal@ubc.ca](mailto:pooja.khandelwal@ubc.ca)) who will lead the intake and support process with the candidate.

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 and the Department 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 resume and determine skills as well as identify areas of potential employment
- 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 their resume and provide interview skills support
- Help to secure an interview where such a request is a priority for the 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: Director, Career Retention, Navigation and Transition, Advisory Partnerships provides regular updates to the Vice-Provost on status of the various Dual Career staff candidates.*

## **Questions?**

For further information, please contact the Vice-Provost and Associate Vice-President Academic Affairs, Prof. Moura Quayle.