

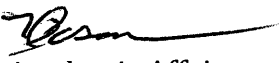


UNIVERSITY  
of HAWAII®  
MĀNOA

October 8, 2012

**MEMORANDUM**

TO: Deans and Directors

FROM: Reed Dasenbrock   
Vice Chancellor for Academic Affairs

SUBJECT: Dual Career Faculty Partner Hire Policy

On September 26, 2012, Chancellor Apple approved a policy regarding dual career faculty partner hires. The policy will increase UHM's competitiveness by providing tenure-track appointments for faculty partners of tenure-track candidates, provide options for funding the appointment of faculty partners through cost-sharing and/or total funding of partner's positions, and identifies the Office of the Vice Chancellor for Academic Affairs as the point of contact to administer the Dual Career Faculty Hire Partner Program.

The policy was reviewed and endorsed by the Mānoa Faculty Senate on April 18, 2012. It has also been vetted and endorsed by the EEO/AA Office, Mānoa Human Resources, and the University of Hawai'i Professional Assembly.

A copy of the new policy is attached for your information and dissemination. Additional copies may be downloaded from the OVCAA website:

[http://www.manoa.hawaii.edu/ovca/admin\\_memos/](http://www.manoa.hawaii.edu/ovca/admin_memos/)

Please disseminate the policy as appropriate.

Attachment

c: Vice Chancellor Cutshaw  
Vice Chancellor Hernandez  
Vice Chancellor Taylor  
Executive Vice President and Provost Johnsrud  
EEO/AA Director Watanabe  
Mānoa HR Director Kuniyoshi  
Faculty Senate Executive Committee

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## UNIVERSITY OF HAWAI'I AT MĀNOA

### **POLICY TITLE: DUAL CAREER FACULTY PARTNER HIRE**

#### **I. POLICY STATEMENT**

To establish a faculty hiring policy administered by the Office of the Vice Chancellor for Academic Affairs with the goal of attracting and retaining exemplary tenure-track faculty. The policy for UHM will:

- A. Increase UHM's competitiveness by providing tenure-track appointments for faculty partners of tenure-track candidates. Due to Hawai'i's geographic location, cost of living, succession planning needs, and competition from other comparable research universities, the goal of attracting and retaining highly qualified faculty applicants may be supported by facilitating the hire of qualified faculty partners of newly selected candidates or highly productive faculty to tenure-track faculty positions.
- B. Provide options for funding the appointment of faculty partners through cost-sharing and/or total funding of partner's positions.
- C. Identify the Office of the Vice Chancellor for Academic Affairs (OVCAA) as the point of contact to administer the Dual Career Faculty Partner Hire Program.

#### **II. PURPOSE**

This policy supports UHM's competitiveness by attracting, retaining and facilitating the hiring of exemplary tenure-track faculty. As articulated above in item I.A., an increasing number of finalists and newly hired tenure-track faculty require employment for their faculty partners as a condition for accepting a position at the UHM. Dual career partners are not unusual in the academic world. Offering this option is vital to the UHM's goal of preserving and enhancing academic/research/service excellence and diversity at UHM.

#### **III. APPLICABILITY/SCOPE**

This policy applies to Finalists for tenure-track faculty positions at UHM. It also provides guidance and a reference for Deans/Directors and Department Chairs on dual career faculty partner hires and retention.

#### IV. DEFINITIONS

- A. Dual Career Partner or “Partner” = faculty partner of the newly hired tenure-track faculty member. This person includes married partners, partners in civil unions, and those qualified as domestic partners and who have declared such to the University. Recruitment is waived under this program with approval.
- B. Tenure-track position = permanent position (100% FTE) which may lead to tenure.
- C. Selectee = the selected candidate who has been offered a tenure-track position at UHM through open national recruitment and selection.
- D. Hiring School/College/Unit = School, College, or Unit that recruited for and is hiring the Finalist for a tenure-track position.
- E. Receiving School/College/Unit = School, College, or Unit that will hire the faculty partner of the Finalist.

#### V. RESPONSIBILITIES

The Dean/Director will provide information on this Dual Career Partner Hire policy to all finalists. To facilitate this process, the finalist will request consideration for a partner hire by the time the offer is made.

#### VI. PROCEDURES

- A. The Dean/Director of the Hiring School/College/Unit will first contact the Dean/Director of an appropriate Receiving School/College/Unit. The former can contact the Office of the Vice Chancellor for Academic Affairs, as appropriate, if further assistance is needed to identify an appropriate Receiving School/College/Unit for the Partner.
- B. The Dean/Director of the Hiring School/College/Unit will submit a memo to the Dean/Director of the potential Receiving School/College/Unit. The memo will request for hiring the faculty Partner and include the Partner’s Curriculum Vitae (CV). A copy of the memo will be forwarded to Office of the Vice Chancellor of Academic Affairs (OVCAA).
- C. The Dean/Director of the Receiving School/College/Unit will evaluate the request and may communicate with the Dean/Director of the Hiring School/College/Unit to discuss further as needed prior to replying to the memo indicating agreement or not. The deans/directors may work with OVCAA for preliminary discussions of the funding arrangement being sought via the MCO.

D. Once the Deans/Directors have reached agreement on the Partner hire, the Dean/Director of the Hiring School/College/Unit will prepare an action memo to be signed jointly by the two Deans/Directors and submitted to the MCO requesting waiver of recruitment, describing the compelling nature of the hire, and proposing the shared funding arrangements. OVCAA may assist with brokering the financial aspects of the faculty Partner hire between the two units and the MCO as needed.

E. Consideration for the hire of a faculty Partner:

1. There is a programmatic need related to the strategic hiring goals of the Receiving School/College/Unit to hire the faculty Partner.
2. The Partner hire must be eligible to be hired into a Faculty (BU07) position, e.g. meet the minimum qualifications for researcher, specialist, instructor, etc. A Partner hire cannot be APT (BU08) or Civil Service (BU03) due to the collective bargaining agreement and the State Civil Service rules and regulation limitations, respectively.
3. The faculty Partner hire meets the minimum qualifications and academic requirements/credentials for the faculty position.
4. The faculty Partner hire enhances and brings academic value to the Receiving School/College/Unit's program.
5. The diversity impact of the faculty Partner hire is considered.
6. Faculty in the department of the Receiving School/College/Unit retain any right to vote on whether to accept the faculty Partner into the tenure-track position. The faculty in the department of the Receiving School/College/Unit will be able to carry out a review of the faculty Partner as a tenure-track candidate in its regular manner, such as by meeting with the Partner and reviewing her/his CV and credentials. The faculty will then meet in closed session for discussion, and a vote. Upon request, the faculty in the department of the Receiving School/College/Unit may instead agree to implement an expedited manner of review.
7. Sufficient funds and a tenure-leading position are available to support the faculty Partner of a Finalist:

Tenure Track Positions: Upon recommendation of the VCAA and approval of the Chancellor, a tenure-leading position may be provided on a temporary or permanent basis. Funding options may include, but are not limited to: (a) 1/3 support from the Hiring School/College/Unit, 1/3 from the Receiving School/College/Unit, 1/3 from the Office of the Chancellor;

(b) position count and full funding; or (c) any other combination of funding that is appropriate to the situation. On occasion, other funding options that may be considered include position count and full funding from either the Receiving or Hiring School/College/Unit. Such supplemental funding may be granted for up to three (3) years, after which the Receiving School/College/Unit will assume full financial responsibility.

The appropriate probationary period requirements per the current UHPA collective bargaining contract will apply.

8. Communication with all parties regarding financial arrangements, support period, and other details of the hire will be written clearly and agreed to by all applicable parties.

F. The Receiving School/College/Unit Dean/Director must complete:

The Applicant Data System form (<http://www.hawaii.edu/offices/eeo/form17.html>) reflecting waiver of recruitment per this policy. The completed Applicant Data System document must be electronically submitted prior to the faculty Partner's first day of employment.

G. The Office of the Vice Chancellor for Academic Affairs is responsible for working with the Hiring and Receiving School/College/Unit Dean/Director to ensure appropriate administration/coordination of the process.

H. The Hiring and Receiving School/College/Unit may seek assistance from their respective Vice Chancellors where necessary.

H. The Hiring and Receiving School/College/Unit are responsible for other requirements including office space, furniture, etc.

## VII. REFERENCES

UH Systemwide Administrative Procedures A9.540, Recruitment and Selection of Faculty and Administrative, Professional and Technical (APT) Personnel, Section 4.c.6.b.v. (<http://www.hawaii.edu/svpa/apm/a9480.php>)

## VIII. HISTORY

Prior to this policy/procedure, dual career partner hires were administered on a case-by-case basis by departments/units. A formal UHM policy/procedure is required to ensure consistency across units for Dual Career Partner hires.