Increasingly, university professionals are part of dual career couples. Thus, decisions to accept a university position are often made based on the availability of employment for a spouse or partner. Similarly, decisions about remaining at a university often also depend upon the availability of a suitable position for the spouse or partner. The following steps are provided to assist deans, department chairs, school directors, and other administrators in arranging a spousal/partner hire or facilitating a retention agreement. The spouse/partner may be appointed as a tenure system faculty member, a fixed term faculty member, an academic staff member, or a support staff employee.

**Dual Career Hiring or Retention Steps**

1. **Chair/director consults with dean.** The chair/director consults with the dean or dean's office when it is clear that a spousal/partner hire may be necessary in order to make a faculty hire or retain a current faculty member. This discussion should include both potential contacts and likely funding arrangements.

2. **Chair/director exploration.** The chair/director of the department extending the first offer takes major responsibility for determining the type of position the spouse/partner desires (and is qualified for) and facilitating a spousal/partner hire by directly contacting other departments, as well as Academic Human Resources.

3. **Consultation with Advisory Committee.** Chairs of both departments inform their advisory committees of negotiations toward the spousal/partner hire and acquire any needed approval of the hire or departmental funding.

4. **Funding requests from the Office of the Provost.** If spousal/partner funding from the Provost is necessary, chairs request such funding through their dean's office and assist in composing the argument and supporting materials for the dean's request to the Provost. A critical component of that argument will be the long term plan for funding the spouse/partner after central support ends. If the Provost agrees to contribute for an internal hire, the usual salary split for a maximum of three years is:
   
   - 1/3 Provost,
   - 1/3 department making first hire,
   - 1/3 department hiring spouse/partner.

After the agreed upon period of Provost Office support, the department hiring the spouse/partner takes full responsibility for funding the position.
5. **The Dean’s Funding Request Memorandum.** If the dean wishes to request funding from the Provost, the dean (or designee) writes a memorandum to the Provost. The requesting memo should include:

- a curriculum vitae/resume of both the spouse/partner and the primary hire;
- a statement that both deans and all chairs/departments involved support the request;
- explanation of the spousal/partner hiring situation and why the units require outside funding;
- reasons that the dual hire is especially strategic, including how both hires are beneficial;
- proposed salary, title, and start date for the spouse/partner;
- the number of years (up to three) and percentage of salary support requested from the Provost;
- a specific statement of how the rest of the funding and/or FTE commitment will be covered and which units will provide the remaining support;
- the long term plan for funding the spouse/partner, after central support ends.

6. **Start-up Support.** The chair/director of the department hiring the spouse/partner works through its dean’s office to request assistance with a start-up package for the spouse/partner. The Office of the Provost does not provide start-up support for spouse/partner hires.

7. **Waiver of Search Rules.** Unless the hire results from an open search, the chair/director of the department hiring the spouse/partner requests waiver of search rules from the Office of Inclusion and Intercultural Initiatives and the Associate Provost for Academic Human Resources. The chair/director must withhold the offer to the spouse/partner until the waiver is approved.

8. **Notice to Office of the Provost.** If Provost's funding was granted, the Dean's office informs the Provost's Office and Academic Human Resources whether the couple accepted. (Note: The offer to the spouse/partner is contingent on the first hire's commencing employment.)

For questions about dual career couple hiring or retention, contact:

Associate Provost and Associate Vice President for Academic Human Resources  
Michigan State University  
422 Administration Building  
East Lansing, MI  48824-1046  
517-353-5300