

NUMBER: ACAF 1.61
SECTION: Academic Affairs
SUBJECT: Faculty Dual Career Accommodation
DATE: August 16, 2007
Policy for: All Campuses
Procedure for: USC Upstate
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I. Policy

<http://www.sc.edu/policies/acaf161.html>

II. Procedure

A. Faculty Dual Career Accommodation

1. Determine Need for Faculty Dual Career Accommodation
In the process of interviewing candidates for positions, a candidate should initiate information on a spouse or partner's career need. This should be done early in the interview process. Qualifications of the spouse/partner regarding educational background and experience, etc. should be supplied.
2. Notify Dean
The search committee should notify their chair and/or dean on the information given by the initial candidate about their spouse/partner, especially if the hire of the spouse/partner will be necessary in order for the initial candidate to accept an offer for employment.
3. Determine Qualifications of Spouse or Partner
The dean and/or the chair should evaluate the qualifications of the spouse/partner to determine areas to contact for a possible position. If the spouse/partner is looking for a non-faculty position in the public sector, then Human Resources at USC Columbia should be contacted (see <http://hr.sc.edu/employ/dualcareer.html>).
4. Notify Departments of Need
Academic areas should be contacted about the spouse/partner need for a position and given the qualifications of the potential faculty member. Possible positions will be identified as relevant to the potential hire.

5. **Expedited Search**
If a position is identified, the spouse/partner is interested, and the academic area is interested, then an expedited search can proceed (with the Dean's approval) advertising the position for at least one work week as required by EOP and HR procedures. If the spouse/partner is a non-U.S. citizen, then a full search must be conducted including advertising in a print journal for 30 days.)
6. **Evaluate and Interview Candidate(s)**
Once possible candidates are established and applications reviewed, interviews will take place. If the spouse/partner is the primary candidate, then negotiations as to terms/funding may need to take place for the position between the hiring department and the dean to make sure there will be funding for the position.
7. **Approval and Offer**
Once the determination is made to hire the spouse/partner, an offer will be made by the dean of the department. All HR and EOP policies should be followed, including job references and background check.

III. Related Policies