V. SPOUSAL HIRE

Recruitment Process

1. Department/School/College: The Department/School/College will be responsible for the following activities in the recruitment of a dual career hire:

- The Dean will request approval from the Provost to proceed with the process to initiate a spousal hire. The steps to be taken are as follows:
  - a written request to Associate Vice Chancellor for Faculty Affairs to waive a search;
  - identify the rank and budget line that will support the spousal hire;
  - invite the spouse to campus for an interview visit; and
  - conduct a faculty vote to approve the hire.

- The Dean will submit a letter to the Provost requesting approval to make the dual hire. The Dean's letter should include:
  - a description of both positions;
  - letters of offer that have been reviewed and approved;
  - vitae of both candidates;
  - the academic vote in support of the dual hire;
  - reconfirmation of the budget line to support the spousal hire.

2. Faculty Affairs: The Office of Faculty Affairs will be responsible for the following activities in the recruitment of a dual career hire.

- The Office will process both letters of offer consistent with the procedure described in Section 1. Tenured-Track and Tenured Faculty.