

Faculty Senate Resolution #12-71

Approved by the Faculty Senate: April 17, 2012

Accepted and denied by the Chancellor: May 24, 2012 ([link to comments](#))

Formal Faculty Advice on Current Faculty Spousal and Domestic Partner Hiring Standard Operating Procedure

Additions are noted in **bold** print and deletions in ~~strike~~through.

Authority: Academic Council

History: First Approved August 17, 2010

Related Policies: UNC Policy Manual 300.4.2

Introduction:

East Carolina University (the "University") is committed to the recruitment and retention of the most qualified faculty. The University further recognizes that this recruitment and retention may involve the necessity of a concomitant appointment for dual career academic couples. **Providing a position for a spouse or domestic partner may enable the University to attract and retain top candidates who otherwise would not be available. In addition, spousal hires are seen as a family-friendly policy.** The following principles should guide University administration whenever applicable.

Principles:

1. The information set forth in this document applies only to positions that can be filled by a tenured faculty member, tenure-track faculty member, full-time, fixed term faculty member, academic administrator, or EPA non-faculty.
2. This guideline does not guarantee employment or any other obligation with respect to any dual career couples and will not be used to circumvent existing recruitment or hiring procedures.
3. Each candidate must be appropriately qualified and must complete the actions required of any person to become a candidate for a position ~~and is eligible for selection only through the regular University hiring process.~~
4. **If an individual is a recommended finalist for a position or is currently serving and the applicant's spouse or domestic partner desires University employment, and the University has an available position for which the spouse or domestic partner is qualified, a waiver of advertising for the second position must be obtained from the Office of Equity, Diversity, and Community Relations and from the Department of Human Resources.**
5. Deans or unit administrators trying to facilitate a concomitant appointment are encouraged to contact the appropriate department or unit.
6. The initiation and continuation of the appointment shall be entirely within the purview of the appointing unit in accordance with all applicable personnel policies and procedures.
7. In some cases, deans or unit administrators may agree to provide bridge funding for a preliminary period. Shared funding should be apportioned for a period of no more than three years and any salary increases over this period will be divided proportionally among the funding units unless otherwise specified in a written memorandum of understanding. All requests for shared funding are considered based on University priorities and available funds.

8. An example of this arrangement is a salary funding split of 1/3 from the original appointment unit, 1/3 from the unit making the concomitant appointment, and 1/3 from the office of the appropriate vice chancellor(s).
9. The availability of shared funding for a position shall not create an obligation on the part of the University to employ any person or increase any person's salary and shall not limit the power of the University to discipline or otherwise discharge any person from employment.
10. A written memorandum of understanding (MOU) for shared funding must be signed by all administrators involved in the funding model. If the employee in the split-funded position leaves before the end of the funding period as stated in the MOU, the salary and benefits funding revert according to the initial proportions.
11. After the period stated in the memorandum of understanding for shared funding, the applicable unit becomes responsible for full funding of the salary and associated benefits.