**PROCEDURE**

**Effective Date:** November 25, 2008  
**Revision Date:** October 15, 2019  
**Approved By:** Vice Provost for Equal Opportunity and Employment Diversity  
**Authority:** RCW 28B.35.120(2)  
**Cancels:**

See Also:  
POL-U1600.01 Requesting an Appointment of Opportunity  
FRM-1600.01 Requesting A DUAL CAREER ASSISTANCE Appointment of Opportunity  

**PRO-U1600.01A REQUESTING A DUAL CAREER ASSISTANCE (DCA) APPOINTMENT OF OPPORTUNITY**

This procedure does not constitute a promise, real or implied, of employment at Western Washington University (WWU).

**Definitions**

**Primary Employee:** Employee or prospective employee who is making the request for a DCA consideration for their spouse/partner.

**Requesting Department Chair/Dean:** The Department Chair and Dean of the primary employee who has endorsed their primary employee by endorsing their support for a DCA for their spouse/partner, based on their desire to recruit or retain the primary employee.

**Receiving Department Chair/Dean:** The Department Chair or Dean who considers the DCA request from the Requesting Department Chair/Dean.

1. The Equal Opportunity Office (EEO) provides DCA information to search committee chairs and members during the EOO briefing. EOO has a link on their website (www.wwu.edu/eoo) to POL-U1600.01 (“Requesting an Appointment of Opportunity”). This link contains e-sign form FRM-1600.01 (the e-sign form) which should be utilized to begin this Procedure (see para 3 below).
2. **Department Chairs/Directors** inform new and prospective employees about the University's policy and procedure pertaining to DCA. DCA requests may be made for existing (not yet advertised) positions or for new positions, based on organizational need, per the requirements of POL-U1600.01.

3. The **Primary Employee**, makes a request to Human Resources at HR.Employment@wwu.edu requesting that they be added to the e-mail listserv that provides access to internal employment postings, which are held for five working days on a rolling basis before being advertised publicly. If an internal employment opportunity is of interest, the primary employee submits the e-sign form on behalf of their spouse/partner, providing the name of their spouse/partner and attaching their CV/Resume, and sends the form to their Chair/Director (Requesting Chair/Director). On the e-sign form, the Primary Employee, in coordination with their spouse/partner, outlines the spouse/partner’s relevant experience and area(s) of expertise, and identifies potential, existing or anticipated or relevant areas on campus for which the DCA candidate may be qualified to work. If the Primary Employee, as in the case of a prospective employee under negotiation, does not have access to e-sign forms, the Chair/Director will submit the e-sign form on their behalf. Completing the esign form holds the job posting internally for the DCA process to occur.

4. The **Requesting Department Chair/Director**, within 5 working days of receiving the e-sign form, reviews the request from the primary employee and approves or disapproves the request. The decision to approve or disapprove the request should be based on the department’s decision to recruit/retain the primary employee. In the case of academic departments, the chair makes the decision to approve or disapprove the request in consultation with tenured and tenure track faculty; Directors should consult with appropriate faculty/staff.

   If the **Requesting Chair/Director** approves the e-sign form with the DCA candidate’s CV/resume attached, they forward it to the Requesting Dean/VP, indicating on the e-sign form their recommendation to recruit/retain the primary employee.

   **OR**

   If the Requesting Chair/Director disapproves the request for DCA consideration, they must provide written rationale for disapproval on the e-sign form, and lock the e-sign form.
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5. The Requesting Dean/VP, within 5 working days of receiving the e-sign form, reviews the Department Chair/Director’s recommendation to endorse the primary employee’s request detailed on the e-sign form, along with the attached DCA candidate’s CV/resume, and makes the decision on whether to approve or disapprove, based on the department and college/division’s desire to recruit/retain the primary employee.\(^1\)

If the Requesting Dean/VP approves the e-sign form, they forward it to the Receiving Dean(s)/VP(s). If the Requesting Dean/VP disapproves the e-sign form, they must provide notification to the requesting department Chair/Director and the primary employee with written rationale for denying the request and locks the e-sign form.

6. The Receiving Dean(s)/VP(s), within 5 working days of receiving the request, reviews and evaluates the DCA request, with the DCA candidate’s CV/resume, and decides whether to approve and forward the request to the appropriate department Chair(s)/Director(s) (Receiving Chair(s)/Director(s)) for further, detailed review. The decision to approve or disapprove the e-sign form should be based on the qualifications and experience of the DCA candidate with respect to the needs of the department, college/division, and university.

If the Receiving Dean(s)/VP(s) approves the e-sign form, they forward it to the Receiving Department Chair(s)/Director(s). If the Receiving Dean(s)/VP(s) disapproves the e-sign form, they provide notification to the Requesting Dean/VP, to the Requesting Department Chair/Director, and to the primary employee with written rationale for disapproving the request, based on the DCA candidate’s qualifications, and then locks the e-sign form.

7. For a Vacant Position NOT YET ADVERTISED:

In the case where a vacant position is unfilled, and has not yet been advertised, the Receiving Department Chair(s)/Director(s), in consultation with appropriate Faculty/Staff, evaluates the DCA candidate against the requirements of the position description. The decision to proceed or not should be based on the experience of the DCA candidate and their ability to meet the required qualifications.

If the Receiving Chair(s)/Director(s), in consultation with appropriate Faculty/Staff, believe that the DCA candidate meets all required qualifications for the vacant position, the department will contact EOO to request a briefing and will conduct an interview of the DCA candidate as soon as possible, but within 20 working days of receiving the request. The department also contacts EOO to request a briefing before the interview. Following the interview, if the Receiving Chair(s)/Director(s), in consultation with appropriate\(^2\) Faculty/Staff recommends hiring the DCA candidate.

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\(^1\) If the DCA request for consideration is for a specific classified position, the Requesting Dean/VP first submits the e-sign form to HR before sending it the Receiving Dean/VP. The Assistant Vice President for Human Resources (HR), within 3 working days of receiving the request, ensures that, for classified staff positions, all union contractual requirements are met before the Dean/Vice President proceeds with approving the e-sign form to the receiving Dean(s)/VP(s).

\(^2\) Appropriate with respect to the department’s internal hiring process. This is the case anywhere consultation with
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candidate, then the Chair approves the e-sign form and forwards it to the Receiving Dean(s)/VP(s). Proceed to Step 9 – when a DCA candidate is interviewed and is Selected.

Or

If the Receiving Chair(s)/Director(s), in consultation with appropriate Faculty/Staff believe that the DCA candidate is not their selected candidate, then the Department Chair/Director, within 5 working days, disapproves the e-sign form and forwards it to the Receiving Dean(s)/VP(s) with written rationale for non-selection based on the position description. The Receiving Dean(s)/VP(s) provides written notification to the Requesting Dean/VP, the Requesting Chair/Director, primary employee, and the DCA candidate, with written rationale related to the position description for denying the request. Proceed to Step 9 – When a DCA Candidate is Not Selected.

8. a. For a New Position:

In the case where there is no vacant position, and a new position is proposed to meet an identifiable institutional need, a position description with required and preferred qualifications should be developed by the receiving unit and in consultation with the receiving Dean/VP, EOO for faculty and staff positions and HR for staff positions only. New positions are subject to the approval of the Provost/President.

In the case where a new position is proposed to meet an identifiable institutional need, the Provost and President will consider the position for approval, including all factors involved with the request, e.g., the desire to recruit/retain the requesting primary employee, the qualifications and experience of the DCA candidate, the needs of the departments, colleges/divisions, and university, and the resources required to fill the request. If the Provost or President does not approve the new position, then the Provost or President will provide written notification using the e-sign form to the Receiving Dean(s)/VP(s), to the Requesting Dean/VP, and to the Requesting Department Chair(s)/Director(s) outlining rationale for denying the request. The Requesting Dean/VP provides written notification to the primary employee and the Requesting Chair(s)/Director(s) with rationale for denying the request. The Requesting Dean/VP locks the e-sign form (unless the request is still being considered by other units).

b. Once a New Position is Approved:

The Receiving Department Chair(s)/Director(s), in consultation with appropriate Faculty/Staff, in the case where a new position is unfilled, and has not yet been advertised, evaluates the DCA candidate against the required and preferred qualifications of the position description within 5 working days.

appropriate Faculty/Staff is stated in this procedure.
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If the Receiving Chair(s)/Director(s), in consultation with appropriate Faculty/Staff, determine that the DCA candidate meets all required qualifications for the new position, they will contact EOO to request a briefing and will conduct an interview of the DCA candidate as soon as possible, but within 20 working days of receiving the request. Following the interview, if the Receiving Chair(s)/Director(s), in consultation with appropriate Faculty/Staff recommends hiring the DCA candidate, then the Chair approves the e-sign form and forwards it to the Receiving Dean(s)/VP(s). Proceed to Step 9 – When a DCA Candidate is interviewed and is Deemed Satisfactory.

Or

If the Receiving Chair(s)/Director(s), in consultation with appropriate Faculty/Staff determine that the DCA candidate is not their selected candidate, then the Department Chair/Director, within 5 working days, disapproves the e-sign form and forwards it to the Receiving Dean(s)/VP(s) with written rationale for non-selection based on the position description. The Receiving Dean(s)/VP(s) provides written notification to the Requesting Dean/VP, the Requesting Chair/Director, Primary Employee, and the DCA candidate, with written rationale related to the position description for denying the request. Proceed to Step 9 – When a DCA Candidate is Not Selected. Any funding identified for the new position as a result of the DCA request is returned to the original source.

9. **When a DCA Candidate is Interviewed and is Deemed Satisfactory.**

The Receiving Dean/VP, within 5 working days of receiving the request to hire the DCA, will review the department Chair/Director’s recommendation, and upon their review, approves or disapproves the e-sign form and forwards it to EOO, as well as a copy to the department Chair/Director to the Provost (for faculty) or the President (for staff) and the requesting Dean/VP. Proceed to Step 10.

OR

**When a DCA Candidate is Not Selected.**

The Receiving Dean/VP, within 5 working days of receiving the request, will review the Receiving Chair/Director’s recommendation, and upon their review and denial, provide in writing a denial of the request with rationale for non-selection related to the position description, to the Receiving Chair/Director, as well a copy to the Provost and the Requesting Dean/VP. The e-sign form is forwarded to EOO, who locks the e-sign form (unless the request is still being considered by other units). The Requesting Dean/VP provides notification to the Requesting Chair/Director, the primary employee, and the DCA Candidate with written rationale related to the position description for denying the request.
When a DCA Candidate is Selected:

The Receiving Department Chair/Director initiates a Request for Appointment of Opportunity e-sign form to request approval to offer the position to the DCA candidate, following the approval routing and providing necessary information/attachments as indicated on the e-sign form, including approval from the Receiving Dean/VP, HR, EOO, and the Provost (for faculty positions) or President (for staff positions). Once the e-sign form has received all necessary approvals and been locked by HR, the hiring authority may contact the DCA candidate to extend an offer of employment.