

PROCEDURE

Effective Date: 11/25/08

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](#)**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 (WU).**Action by:Action Sequence:

- | | | |
|--------------------------------------|----|--|
| Equal Opportunity Office (EOO) | 1. | Provides DCA information to the search committee chair and search committee members during the EOO briefing. (Both EOO and Human Resources (HR) will have a link to the Appointments of Opportunity Policy and these Procedures on their websites.) |
| Department Chairs/Directors | 2. | Identify opportunities that may qualify for a DCA and inform the candidates and new hires about the DCA policy. |
| Candidate/Employee | 3. | <p>Informs hiring department or the department in which they are already employed of the need for DCA (before or after an offer is tendered) so that opportunities can be identified. The candidate or employee is responsible for working with the department and HR. Incumbent employees should make their department Chair or Director aware of a DCA need as soon as one arises. The candidate or incumbent must supply information regarding the spouse/partner's educational background, experience, and employment history to the primary hiring authority (in a resume or vita).</p> |
| Requesting Department Chair/Director | 4. | <p>Reviews the candidate or existing employee's request, along with relevant materials, as quickly as is reasonably possible (ideally within 3 working days), and makes the decision on whether to proceed with the request. The decision to forward the request or not should be based on the department's desire to recruit/retain the requesting candidate or existing employee.</p> <p>Informs the primary hiring authority for the requesting department (Dean or Vice President) that a candidate who has been offered a position or an incumbent employee has requested DCA.</p> <p><i>Or</i></p> <p>If a decision is made not to proceed with a DCA request, then, the Chair/Director must provide written notification to the re-</p> |

PROCEDURE

Action by:

Action Sequence:

- requesting candidate or incumbent employee with reasons for denying the request.
- | | |
|--|--|
| Requesting Department's Dean/Vice President | 5. Reviews the candidate or existing employee's request, along with relevant materials, as quickly as is reasonably possible (ideally within 3 working days), and makes the decision on whether to proceed with the request. The decision to forward the request or not should be based on the department and college/division's desire to recruit/retain the requesting candidate or existing employee and the resources required to do so. |
| | If a decision is made not to proceed with a DCA request, then, the Dean/Vice President must provide written notification to the requesting department Chair/Director with reasons for denying the request. |
| Requesting Dean/VP or Chair/Director (with Assistance from HR) | 6. If a decision is made to proceed to the next step with a DCA request, then the requesting Dean/VP or Chair/Director consults with the dual career couple and identifies the best possibilities for potential opportunities. In cases where off-campus opportunities are of interest to the individuals seeking DCA, HR initiates contact with potential off-campus employers. |
| Requesting Dean/VP | 7. Contacts Target Units. If an opportunity exists (i.e., an appropriate and unfilled position or a clearly identifiable institutional need) that matches the DCA candidate's qualifications, the requesting Dean or Vice President contacts the Dean or Vice President of the appropriate unit regarding the need for a DCA, and identifies possibilities for employment of the spouse/partner. It is important to note that placements occur only when mutually beneficial to the individual and the target unit, and in a manner consistent with the hiring policies of the University. |
| Targeted Dean/VP | 8. Reviews and evaluates the DCA request and associated materials, and upon initial approval, forwards them to the appropriate department Chair/Director for further, detailed review. The decision to forward the request or not should be based on the qualifications and experience of the DCA candidate (spouse/partner), the needs of the department, college/division, and university, and the resources required to hire the DCA candidate. If the targeted Dean/VP decides not to proceed with a DCA request then he/she will provide written notification to the requesting Dean/VP and to the requesting department Chair/Director outlin- |

PROCEDURE

Action by:

Action Sequence:

ing reasons for denying the request.

The Targeted Department,
Search Committee, and
Faculty/Staff

9. Existing, Open Position
In the case where a currently existing and open position is unfilled, whether a search is presently on-going or not, the search committee for the targeted department evaluates the potential candidate against the posted job description and requirements. The decision to proceed or not should be based on the qualifications and experience of the DCA candidate (spouse/partner), the needs of the department, college/division, and university, and input from faculty/staff.

If the search committee, along with faculty/staff, believes that the potential candidate could fill the open position, it may put the regular search on hold and initiate a full review of the potential candidate. The targeted department also contacts the EOO and the HR Office to seek advice on affirmative action and equal opportunity or human resources issues.

If the search committee, along with faculty/staff, wants to proceed with the request, the search committee chair sends the candidate's materials on to the targeted department Chair/Director with a recommendation to proceed. Continue with Step 13 of this Procedure.

Or

If the search committee, with input from the faculty/staff, believes that the potential candidate is not the most preferred candidate, then the search committee chair provides written notification to the target Dean/VP, to the requesting Dean/VP and to the target department Chair/Director outlining reasons for non-selection based on the job description.

Or

Targeted Department
Chair/Director, Dean/VP

10. For a New Position
In the case where a new position is proposed to meet an identifiable institutional need, a job description with appropriate candidate qualifications should be developed as a reference point for establishing institutional need within the target unit. The job description should be developed by the target unit in consultation with the target Dean/VP, HR and EOO, and is subject to the approval of the Provost/President. New, non-academic positions must be coordinated from the beginning with the HR Of-

PROCEDURE

Action by:

Action Sequence:

fice.

Provost/President

11. For a New Position

In the case where a new position is proposed to meet an identifiable institutional need, the Provost and President *must consider and approve the position*. The Provost and President should consider all issues involved with the request, including the desire to recruit/retain the requesting candidate/incumbent, the qualifications and experience of the DCA candidate (spouse/partner), 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 to the target Dean/VP, to the requesting Dean/VP and to the requesting department Chair/Director outlining reasons for denying the request.

Targeted Department
Chairs/Directors and Faculty/and Staff

12. For a New Position

Evaluate and Interview the Potential DCA Candidate. The target unit considering the DCA candidate must initiate a timely evaluation process, including a review of a vita/resume and references against a written job description, including minimum requirements, and conduct an interview with that individual. The target unit should consider both the qualifications of the candidate and the suitability of the candidate to meet the needs or fulfill the plans of the department.

Targeted Department
Chair/Director

13. When a DCA Candidate is Satisfactory.

As quickly as is reasonably possible after conclusion of (ideally within 3 working days) the department (and search committee, if an existing, open position) review, the target department Chair/Director must provide a written recommendation, including a recommendation as to the nature of the appointment (full-time or part-time, tenure track/permanent or limited term) given the qualifications of the DCA candidate, and the needs of the target department, reflecting faculty/staff input to the target Dean/VP.

When a DCA Candidate is Not Satisfactory.

As quickly as is reasonably possible after conclusion of (ideally within 3 working days) the department (and search committee, if an existing, open position) review, the target department Chair/Director must communicate a specific reason for non-

PROCEDURE

Action by:

Action Sequence:

selection related to the job description to the target Dean/VP. Departments are not required to hire a DCA candidate, but they must have a reason for non-selection related to the job description.

Targeted Dean/VP

14. Reviews Recommendation.
When a DCA Candidate is Satisfactory.
 As quickly as is reasonably possible (ideally within 3 working days), the target Dean/VP will review the department Chair/Director's recommendation, and upon his/her review and approval, provide a written recommendation for approval back to his/her department Chair/Director, as well a copy to the Provost and the requesting Dean/VP, with notification to EO and HR.

OR

When a DCA Candidate is Not Satisfactory.
 As quickly as is reasonably possible (ideally within 3 working days), the target Dean/VP will review the department Chair/Director's recommendation, and upon his/her review, provide in writing a denial of the request with a reason for non-selection related to the job description back to his/her department Chair/Director, as well a copy to the Provost and the requesting Dean/VP, with notification to EO and HR.

Requesting Dean/VP,
 Targeted Dean/VP

15. When a DCA Candidate is Satisfactory
 Receives Provost/President approval and negotiates a Financial Package. When clear mutual benefit to the DCA candidate and target unit is established as a basis for making an offer of employment, the requesting Dean/VP seeks final approval from the Provost or President and negotiates the nature of position (full-time or part-time, tenure track/permanent or limited term) as is appropriate given the qualifications of the DCA candidate, the needs of the receiving department, and the resources available, and a financial package in consultation with the target Dean/VP and the Provost or President. However, where bridge funding is requested from the Provost or President's Office, the requesting and target Deans/VPs advance the proposed employment package to the Provost or President's Office. The package should include an explicit discussion of the need for, and utility of, a DCA employment package, including explicit information regarding contributions to the package from all partnering units.

PROCEDURE

Action by:

Action Sequence:

When a DCA Candidate is Not Satisfactory

The requesting Dean/VP communicates back to the DCA candidate.

Provost and President

16. Considers and approves the final employment package.

The Provost sends a letter detailing the approved version of the employment package and contributions from all participating units to all unit administrators who are party to the DCA proposal, as well as to the EOO and HR Office.

Targeted Department
Chair/Director

17. Completes the Request for Appointment of Opportunity [ESIGN Form](#) containing the justification for the request to waive the normal hiring procedure and routes the form as noted on the ESIGN form.

After receiving all required approvals on the E Form, makes the offer and completes the hiring process of the DCA candidate when the offer is accepted. If an active search was put on hold and there are candidates in the pool, these individuals must be informed that the position has been closed.

Requesting Department
Chair/Director

18. If a decision is made not to proceed with a DCA candidate at any point in this Procedure, then the requesting department Chair/Director informs the candidate of the decision not to proceed unless the requesting Dean/VP has already done so.