

# Dual Career Assistance

## Employees – Human Resources

### CWU Policy 301-18

**Effective:** October 26, 2016

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Human Resources

#### **Policy Statement:**

#### **Applicability:**

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#### **Content:**

Policy

Appendix A – Dual Career Assistance Procedure

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- (1) Central Washington University is committed to recruiting and retaining outstanding faculty and administrators. Candidates for positions are sometimes dual career couples. A candidate's final decision to accept or reject an offer of employment is increasingly influenced by the university's ability to identify appropriate employment for the candidate's spouse or partner. Oftentimes, the ability of the university to meet the employment need of this spouse/partner is critical to the university's capacity to meet institutional objectives. The following policy is designed to assist department chairs and other administrators attempting to explore a spouse/partner hire.
- (2) **Definitions:**
  - A. Primary candidate: A candidate selected for hire by a department or a current employee.
  - B. Spouse/partner: Spouse/partner, inclusive of both marital and non-marital relationships and both same and different-sex spouse/partners.
  - C. Target department/unit: Unit(s) where an opportunity may exist for employment of the spouse/partner.
- (3) This policy does not create any entitlement or contractual rights to employment assistance or employment or any other obligation with respect to any candidate's spouse/partner. Efforts will be

made to assist the spouse/partner in finding suitable employment, but given limited resources and varied needs, it will not be possible to respond to the employment needs of all dual career couples.

- A. The spouse/partner must meet the minimum qualifications of the available or proposed position.
- B. Following a formal interview and evaluation process, an offer of employment to the spouse/partner will be extended when there is support on the part of the target department/unit where the position is located.
- C. In all cases, a funding model for the available or proposed position will be developed.
- D. The spouse/partner hire will receive all approvals as stipulated in university policy.
- E. The terms and conditions of a spouse/partner hire will be consistent with the terms and conditions of employment for similarly situated faculty/staff.

**History:**

*Responsibility: BFA; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 10/26/2016; Approved by: James L. Gaudino, President*  
*Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-30-205, June 2025*  
*Attached Procedure CWUR 3-40-145 as Appendix A, June 2025*

## Appendix A - Dual Career Assistance Procedure

### (1) General

- A. Human Resources will provide information about the opportunity for dual career assistance for a particular position to the search committee chair, search committee, and/or appointing authority as the search process begins. Potential candidates and/or applicants are informed about the policy through search and marketing materials.
- B. It is the responsibility of the candidate/employee to inform the department and/or appointing authority (before or after an offer is tendered) so that opportunities can be identified. Current employees should make their department chair or director aware of the need for dual career assistance as the need arises. The candidate or current employee must supply information regarding the spouse/partner's educational background, experience, and employment history to the primary hiring authority.
- C. It is the responsibility of the appointing authority to review the request for dual career assistance to determine whether to proceed with the request. The decision to move forward with the request or not should be based on the department's desire to recruit/retain the primary candidate. The appointing authority informs either a) HR (for moving forward) or b) primary candidate (when deciding not to move forward) as described below.
- D. If moving forward with the request, the appointing authority consults with HR to identify where opportunities may exist. If an opportunity does exist that matches the spouse/partner's qualifications, the appointing authority contacts the target unit appointing authority regarding the need for dual career assistance. It is important to note that placements occur only when mutually beneficial to the individual and the target unit.
- E. The target appointing authority reviews and evaluates the request for dual career assistance and upon initial approval, works with the department chair/director and HR for further review.

### (2) Existing and vacant position:

- A. In the case where there is a current opening and/or a vacant, whether a search is presently ongoing or not, the search committee for the targeted position evaluates the potential candidate against the job description and requirements. The decision to proceed or not should be based on the qualifications and experience of the spouse/partner, the needs of the department, college/division, and university, and input from faculty/staff.
- B. If the search committee, along with faculty/staff, believe that the spouse/partner could fill the open position, it may put the regular search on hold. If the search committee, along with faculty/staff, decides to proceed with the request, the search committee chair sends the candidate's materials to the targeted department chair/director with a recommendation to proceed.
- C. If the search committee, with input from faculty/staff, believes that the potential candidate is not the most preferred candidate, then the search committee chair provides written notification to the

targeted department chair/director and outlines reasons for non-selection based on the job description or recommends a full search for the position in which the spouse/partner can apply.

**(3) New position:**

- A. In the case where a new position is proposed to meet an identifiable institutional need, a job description with appropriate qualifications should be developed as a reference point for establishing institutional need within the target unit. Departments should work with HR to ensure compliance with university policy. New positions must be approved by the appropriate VP/President.
- B. The target department/unit must initiate a timely evaluation process, including a review of a vita/resume and references against a written job description and conduct an interview with the spouse/partner. The target department should consider both the qualifications of the candidate and the suitability of the candidate to meet the needs or fulfill the plans of the target department. As soon as reasonably possible after the conclusion of evaluation, the target department will:
  1. When a spouse/partner is deemed satisfactory, provide written recommendation, including a recommendation as to the nature of the appointment given the qualifications of the spouse/partner and the needs of the target department to the target appointing authority.
  2. When a spouse/partner is deemed unsatisfactory, communicate a specific reason for non-selection related to the job description to the target appointing authority. Departments are not required to hire a candidate who requests dual career assistance but they must have a reason for non-selection related to the job description.
  3. Whether the spouse/partner is deemed satisfactory or unsatisfactory by the target department, the target appointing authority will inform the VP/President of both the target department and the primary department of the decision and provide in writing a rationale for the decision. It is the responsibility of the primary appointing authority to communicate with the primary candidate regarding status of employment for spouse/partner.