

University of Vermont

Faculty & Senior-Level Administrator Dual-Career Hiring Guidelines

The spouse, civil union partner, or individual in comparable status¹ (“SCUP”) of a candidate in the external recruitment of a tenure-track faculty member or senior-level administrator (Dean, Vice President, Provost, President) may be eligible for consideration for a UVM appointment under the Guidelines listed below.

No candidate should be asked if they have a SCUP during any stage of the recruitment process. Candidates may initiate the conversation if it is germane to their consideration of UVM’s offer of employment.

Process:

- The decision of whether to pursue a dual-career hire lies with the Dean of the unit into which the candidate will be hired, and with the President or Provost, as appropriate, for senior leadership hires. For hires involving more than one academic or staff unit, the terms of the SCUP position are negotiated by the Dean(s) or VP(s) of the units involved. The SCUP hire may fill an open faculty/staff position or a position newly created for this purpose. Provostial approval for the SCUP position is required only in cases where the creation of a tenure-track line is contemplated and/or the Provost provides funding in support of the hire.
- The SCUP position is ordinarily funded by the unit(s) into which the candidate and/or SCUP will be hired. The Provost will consider requests for limited-term financial support as funds are available and when the hire furthers a strategic priority. Such requests must include cost-sharing/matching commitments on the part of the participating units and will be awarded on a case-by-case basis at the discretion of the Provost.
- Appropriate members of the SCUP’s proposed receiving department will be provided an opportunity to evaluate the individual’s qualifications for the position through an interview and review of the C.V., with the resulting advice provided to the unit’s Dean or VP by the department head.
- When the conditions of the SCUP appointment have been finalized, the executed appointment letter and copy of an MOU summarizing all conditions of the appointment, including its term and internal funding commitments, must be submitted within 30 days to the Vice Provost for Faculty Affairs for recording.
- SCUP appointments must follow University employment requirements for opportunity hires and adhere to the terms of any applicable Collective Bargaining Agreement or HRS hiring guidelines for staff. The SCUP appointee is subject to all customary performance review policies and processes relevant to the position.

¹ Definition of Spouse or Civil Union Partner (SCUP): A spouse or civil union partner is defined as a lawful spouse or a party to a civil union in cases where (i) the marriage or civil union is valid in the jurisdiction in which it was solemnized, and (ii) the marriage or civil union does not violate Vermont law or the express public policy of the State of Vermont; or spousal equivalents in states that do not recognize same-sex civil union or marriage.