**Dual Career Accommodation Request Process**

**DUAL CAREER ACCOMMODATION REQUEST FORM:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hiring Department: |  | | | | Date of Request | |  | |
| Hiring College: |  | | | | | | | |
| Hiring Unit AAC: | |  | Phone #: |  | | Email: | |  |
| Hiring Contact Person: | |  | Phone #: |  | | Email: | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of person: |  | | | | | | | | | | Highest degree earned: |  | | | Year: |  |
| Previous employment with the UI: | | | Yes |  | |  | No |  |  | Last date of employment (if applicable): | | | |  | | |
| V Number (if applicable): | |  | | | **UPLOAD CV WITH THIS REQUEST FORM** | | | | | | | |

**Existing Vacancy—Position and Appointment Details:**

*Complete this section IF a currently vacant position is available for the Dual Career Accommodation Request then complete questions on next page*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Temporary Position | | |  | Permanent Position | | | | | |  | Posting No. | | | | |  | Position Action No. | | | | |  | |
| AY |  | FY |  | FTE | |  | | | Faculty | | | | |  | Staff | | | |  | PERSI-eligible | | |  |
| If faculty, requested rank: | | | |  | | | | | | | | | | | Faculty type: | | |  | | | | | |
| If faculty, tenure track | | | |  | OR non-tenure track | | | | | | |  |
| Proposed Faculty Base Salary: | | | | | | | $ | | | | | | | Proposed Administrative Stipend (if applicable): | | | | | | | $ | | |
| Proposed Staff salary: | | | | $ | | | |
| Summarize the process used to identify the vacancy: | | | |  | | | | | | | | | | | | | | | | | | | |

**Proposed Position and Appointment Details:**

*Complete this section if there is NOT a vacant position available and you are making a request to create a position for the Dual Career Accommodation then complete questions on next page*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AY |  | FY |  | FTE | | |  | | Faculty | | | |  | Staff | |  | PERSI-eligible | |  |
| If faculty, requested rank: | | | | | |  | | | | | | Faculty type: | | |  | | | | |
| If faculty, tenure track | | | |  | OR non-tenure track | | | | |  |
| Proposed Faculty Base Salary: | | | | | | | | $ | | | | | Proposed Administrative Stipend (if applicable): | | | | | $ | |
| Proposed Staff salary: | | | | $ | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Select all that apply: | | Temporary position up to one year |  |
|  | | Temporary position up to two years |  |
|  | | Temporary position up to three years |  |
| Other (explain): |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period of time: | Begin Date: |  | End Date: |  |  |
| Description of proposed temporary position and appointment, scope of work: |  | | | | |

**Requirements for a Dual Career Accommodation:**

*Answer all of the questions below*

|  |
| --- |
| **Are there other positions that can be considered, current vacancies or temporary needs, besides the proposal above (explain why or why not):** |
| **Explain in detail the appropriate fit between qualifications of the candidate and the proposed position:** |
| **Explain in detail how the University will benefit from the dual career accommodation if provided. Include information about the situation – the name of the individual, the department of employment, and the title of the position that the partner or spouse has already been offered for employment:** |
| **Does the dual career accommodation hire advance Affirmative Action Goals (explain how here):** |
| **Enter context information/history leading to the request/other information to help EEO understand the circumstances of your request:** |

**Financial Resources:**

*Answer all of the questions below*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Is there a need, a request for resources: | No |  | Yes |  | If yes, total amount | $ |
| **If yes, provide a full explanation and details of the resource needs:** | | | | | | |
| **Is there an agreement, cost sharing, to help facilitate the dual career accommodation between multiple units? Provide a detailed explanation of the agreement/arrangement:** | | | | | | |
| **If this is a temporary position/appointment, indicate if there are planned future vacancies or if permanent funding may become available following the initial dual career waiver term:** | | | | | | |

**Submission Directions:** For an existing vacancy, upload the dual career accommodation form and candidate’s CV in the positing section of People Admin – Complete the waiver request section. You may need to ask HR to transition the posting so you have access. For a proposed position and appointment, upload the dual career accommodation form and candidate’s CV in the position documents section of the People Admin action created or modified. Be sure to enter the upload date in the Description Field and Waiver Request (i.e. 1/31/2017 Waiver Request). Complete the waiver request section. If applicable, upload any additional documentation. \*\*For positions/appointments outside of the academic affairs division, contact the Office of the Provost and Executive Vice President for assistance.

|  |  |  |
| --- | --- | --- |
| Hiring Department Chair, Head, Director |  | Date |
| Hiring College Dean/Unit Administrator |  | Date |
| Partnering Resource Unit Administrator |  | Date |

**The Executive Approver and EEO Office will provide results of the request via the People Admin System.**