

**GEORGE MASON UNIVERSITY
OFFICE OF THE PROVOST
CROSS-UNIT DUAL CAREER HIRING POLICY**

March 13, 2019

I. SCOPE

This policy applies to new appointments for George Mason University's (the "University") full-time tenured or tenure-track faculty, including the basic conditions under which dual career hires across college/school units will be considered.

II. POLICY STATEMENT

This policy is established in support of the University's commitment to recruit outstanding faculty. In recognition of the importance of supporting professional couples in their search for employment at the University, the policy is designed to assist the spouse or partner of a newly recruited full-time, permanent faculty member who is being employed by the University through a national search. If a dual career hire within the University is critical to attracting a highly desired faculty candidate, and there is an appropriate match in a different college or school between an employment opportunity and the spouse or partner's qualifications, a "secondary" hire will be supported by the University for a bridging period of three years. This policy outlines the process and support structure for dual career hiring of this nature.

A. Process

The Office of Academic Administration of the Provost Office should be consulted early for procedural advice and assistance. For purposes of clarity, in the dual career hire scenario one candidate is designated as "primary," with the corresponding (primary) unit taking the lead on initiating the dual career hiring process, and the other will be designated as the "secondary" candidate and "secondary" unit.

1. Existing vacancies and/or previously approved faculty positions may be considered for the secondary candidate.
2. Otherwise, a new position—either temporary or permanent—may be identified for a secondary candidate and allocated to a secondary unit(s) under the following conditions:
 - a. There are demonstrated needs aligned with institutional and/or departmental priority to warrant the creation of the position,
 - b. The secondary unit approves the creation of the new position, and
 - c. The secondary candidate's credentials meet the identified needs and requirements for the position.
3. The faculty of the secondary unit must evaluate and confirm -- depending on the nature of the appointment (e.g. adjunct, term, tenure-track, tenure or administrative professional faculty)—that the secondary candidate meets all requirements and qualifications specified in the existing (or newly created) position.
4. If available funding is not sufficient to fund all dual career hires in a given year, priorities will be established based on credentials of the candidates, timing and type of appointment, and alignment with institutional priority.
5. Employment for the secondary candidate shall be in full compliance with university policies and procedures. Specifically, University search procedures allow an option for a waiver from search for a dual career appointment to a faculty position. Such a waiver must be granted before an offer can be extended.

B. Funding Model

To support a dual career hire, the expenses associated with the salary and benefits for the secondary candidate will be jointly funded for a period of three years as follows:

1. 1/3 expenses paid by the Primary candidate's college/school;
2. 1/3 expenses paid by the Secondary candidate's college/school;
3. 1/3 expenses paid by the Office of the Provost dual career hiring fund.

At the conclusion of the third year, the secondary candidate's academic or administrative unit will bear the full expenses of the hire.