

## Faculty Spousal and Domestic Partner Hiring Standard Operating Procedure

<b>Authority:</b>	Academic Council
<b>History:</b>	First Approved: August 17, 2010 Revised: April 17, 2013 (reference Faculty Senate Resolution #13-34)
<b>Related Policies:</b>	UNC Policy Manual 300.4.2

---

### Introduction

East Carolina University (the “University”) is committed to the recruitment and retention of the most qualified faculty. The University further recognizes that this recruitment and retention may involve the necessity of a concomitant appointment for dual career academic couples. Providing a position for a spouse or domestic partner may enable the University to attract and retain top candidates who otherwise would not be available. In addition, spousal hires are seen as a family-friendly policy. The following principles should guide University administration whenever applicable.

### Principles

1. The information set forth in this document applies only to positions that can be filled by a tenured faculty member, tenure-track faculty member, full-time, fixed term faculty member, academic administrator, or EPA non-faculty.
2. This guideline does not guarantee employment or any other obligation with respect to any dual career couples and will not be used to circumvent existing recruitment or hiring procedures.
3. Each candidate must be appropriately qualified, as determined by the department into which they would be appointed, and must complete the actions required of any person to become a candidate for a position.
4. The spouse or domestic partner of a recommended finalist for a position or a currently employed individual can submit an application for an available position for which the spouse or domestic partner is qualified.
5. Deans or unit administrators trying to facilitate a concomitant appointment are encouraged to contact the appropriate department or unit.
6. The initiation and continuation of both appointments shall be entirely within the purview of the appointing unit(s) in accordance with all applicable personnel policies and procedures. Special consideration, or a waiver, for the second position can be requested, with the endorsement of the applicable vice chancellor, from the Department of Human Resources and the Office of Equity and Diversity. No department shall be forced into interviewing or appointing a candidate.
7. In some cases, deans or unit administrators may agree to provide bridge funding, if and only if such funds are available. Shared funding should be apportioned for a period of no more than three years and any salary increases over this period will be divided proportionally among the funding units unless otherwise specified in a written memorandum of understanding. All requests for shared funding are considered based on University priorities and available funds.
8. An example of this arrangement is a salary funding split of 1/3 from the original appointment unit, 1/3 from the unit making the concomitant appointment, and 1/3

- from the office of the appropriate vice chancellor(s).
9. The availability of shared funding for a position shall not create an obligation on the part of the University to employ any person or increase any person's salary and shall not limit the power of the University to discipline or otherwise discharge any person from employment.
  10. A written memorandum of understanding (MOU) for shared funding must be signed by all administrators involved in the funding model. If the employee in the split-funded position leaves before the end of the funding period as stated in the MOU, the salary and benefits funding revert according to the initial proportions.
  11. After the period stated in the memorandum of understanding for shared funding, the applicable unit becomes responsible for full funding of the salary and associated benefits.