**Dual Career Program Guidelines**

Texas State University aims to attract and hire the most qualified faculty from anywhere in the world. We recognize and appreciate that many faculty have a working spouse or partner that may also be seeking employment at Texas State. To that end, Texas State maintains the following policy on strategic opportunity hires.

Recognizing dual-career partner assistance is a crucial element in recruiting and retaining excellent faculty, the Texas State University program offers assistance to qualified couples through a collaborative process between departments, colleges, and the Office of the Provost. The program is managed by the Associate Provost and the Faculty and Academic Resources office.

Although there is no guarantee of job placement, these dual-career guidelines apply to the spouse/domestic partner of a faculty candidate who will accept a tenure-line faculty position. Due to resource constraints, dual-career support can only be provided for spouses/domestic partners of individuals who are selected to receive an offer or who have accepted an offer and there exists a need in the spouse/partner’s field.

**Partner Seeking Faculty Positions at Texas State University:**

**Basic Principles:**

* Faculty positions rely on an appropriate fit between spouse/domestic partner's qualifications and position needs at Texas State.
* Faculty position offers for spouses/domestic partners are only extended if strong support exists in target academic unit by the chair/director, personnel committee, and college dean.
* All spouse/domestic partner hires must comply with Texas State policies and employment requirements and receive all appropriate approvals.
* Departments encourage candidates to disclose whether their spouse/domestic partners will be requesting dual career support as informal negotiations of employment begin. Without this timely disclosure, the opportunity for a dual-career hire may not be able to be evaluated and completed.

**Partner Seeking Faculty/Academic Positions:**

* The opportunity for a dual hire is considered part of the process of negotiating for the primary candidate the offer of a tenured/tenure-track position at Texas State University. Such an opportunity should be finalized prior to signing final employment agreements.
* Unless a position is available to the spouse or partner concurrent with the appointment of the primary candidate, a dual-hire accommodation may be arranged in anticipation that an opportunity for the spouse or partner will arise sometime after the primary candidate is appointed.
* If a dual hire was not negotiated as a condition of hiring the primary faculty candidate, later consideration may be taken up on a case-by-case basis, with no guarantee that the request may be fulfilled.
* Dual hires are expected to be partnerships between the primary candidate's hiring academic unit and, if different, the target academic unit where the spouse or partner is qualified for a current or future position.
* Once a candidate is selected as the finalist for a position and extended an offer, the spouse/domestic partner will provide information regarding their academic background and job experience to the department chair or school director who is responsible for contacting the Faculty and Academic Resources office to begin the request. Strategic opportunity hires proceed through the typical hiring process for the target position type.
* The department or college letter of offer to the primary candidate will state the dual-hire arrangement as one of the conditions of appointment of the primary candidate.
* If hired at Texas State University, a separate letter of offer will be provided to the spouse or partner by the academic unit in which the spouse or partner is to be appointed, once the primary candidate has signed their contract.

**Partner Seeking Staff Positions at Texas State University:**

* Spouses/domestic partners seeking a staff position at Texas State are encouraged to explore and apply for positions that match their skillset utilizing the Texas State [Job Opportunities](https://jobs.hr.txstate.edu/) website.
* Spouses/domestic partners may contact Talent Acquisition at talent@txstate.edu for a consultation to review supporting applicant documents and for additional resources to various local staffing agencies and community partners.

For additional information, please contact the Office of Faculty and Academic Resources at facultyrecords@txstate.edu.