Dual Career Couples Assistance Program

**Rationale:** It is widely acknowledged that relocating couples are happier and find more job satisfaction when both individuals are gainfully employed upon arrival to a new community. Indeed, career decisions and productivity are influenced by family considerations. Couples hiring can also help build a more diverse, equitable, and intellectually competitive workforce, and can foster a more inclusive environment - especially as it relates to race, religious preference and gender. As such, the University System of Georgia (USG) institutions participating in this program are committed to the recruitment and retention of highly qualified and productive faculty and administrators, and other professional staff members. Employing couples with institutions within the University System of Georgia builds greater loyalty to the USG and, as a result, improves employment retention rates.

**Purpose:** This Program has been instituted to enhance the partnering USG institutions’ ability to recruit and retain outstanding faculty and administrative staff, and to create a mechanism for better securing employment opportunities for the spouses/partners of newly hired candidates at regional institutions.

**Eligibility:** Applies to the spouse or partner of any potential full-time regular status tenure-track faculty or administrative staff being recruited by one of the partnering institutions to the Southwest Georgia region. The partnering institutions, identified as those with at least two other USG institutions within a one-hour commute, are as follows:

- Albany State University – Program Coordinator Wynell Wilson
- Bainbridge State College – Program Coordinator Carolyn Funderburke
- Darton State College – Program Coordinator Kristine Jones
- Georgia Southwestern State University – Program Coordinator Gena Wilson

**Process:** All candidates should be notified of the existence of this policy as early as possible in the search process. The following process should be followed whenever a trailing spouse employment concern is identified:

- Upon receiving notice that a full-time regular status tenure-track faculty or administrative staff candidate has a trailing spouse in need of gainful employment, the recruiting institution will secure the resume and cover letter outlining the individual’s ideal career and forward same to the HR Directors of the partnering institutions (or their designees for the purposes of program participation – hereinafter referred to as Program Coordinator).
- The Program Coordinator will review the current job postings at the institution and, where a potential match exists, will forward those matches to the Program Coordinator at the institution hiring the primary spouse.
- The Program Coordinator will forward the list of matching jobs to the trailing spouse. The trailing spouse will advise the Program Coordinator which jobs are of interest.
• The Program Coordinator at the primary institution will then advise the respective Program Coordinators at the other institutions which positions are of interest to the trailing spouse, and those Program Coordinators (at the other institutions) will, in turn, forward the resume and cover letter to the hiring supervisor(s).
• The hiring supervisor(s) will be advised that the candidate should receive a phone or face-to-face interview opportunity as long as the minimum qualifications for the job in question are met. This program does not guarantee interviews or employment for any candidate/trailing spouse.
• The institution interviewing the trailing spouse will report back, to the institution hiring the primary spouse, the status of each interview process.
• The trailing spouse will be subjected to the traditional hiring process of the recruiting institution and will have to comply with its hiring protocol. Participation in this Program will not automatically provide the trailing spouse with any special treatment relative to work schedules, tenure consideration, and the like.
• If an institution does not have a current job opening but is interested in employing the trailing spouse, it can enter into an agreement, upon mutual agreement between both institutions, where the institution employing the primary spouse will reimburse the institution employing the second spouse 50% of his/her agreed-upon base salary only for year one, 25% for year two, and 0% each year thereafter. The institutions are free to negotiate an alternative funding formula. Note that if the primary spouse ceases working for the institution within the first two years for any reason, the obligation to provide the salary offset terminates.
• If both spouses secure employment, the only one eligible to receive relocation reimbursement is the primary spouse pursuant to the relocation reimbursement policy applicable at his/her employing institution. If that institution does not have or does not offer relocation reimbursement assistance, in this instance the institution employing the trailing spouse can, if it desires, extend relocation reimbursement assistance to the trailing spouse.
• The Program Coordinators at the institutions hiring dual career couple will jointly complete the Program Information Form.