

**University of Nebraska–Lincoln  
Office of the Executive Vice Chancellor  
Faculty Affairs – Dual Career Services  
Guidelines for Faculty and Administrators**



Recruitment of faculty and administrators to positions at UNL may offer challenges when the spouse/partner of the potential hire also requires assistance in seeking employment. The Dual Career Services program was established to meet this need.

The offer of dual career assistance can begin when a faculty search reaches either the “short list” phase or when an offer is pending. Each candidate should be notified of Dual Career Services by letter (contact [dualcareer@unl.edu](mailto:dualcareer@unl.edu) to initiate this process) and directed to the website. Both provide information on confidential consultation with the Dual Career Coordinator to assess employment needs and to consult on opportunities.

Assistance is offered to the spouse/partner of a faculty member or administrator being recruited to UNL for full time employment, as well as to a spouse/partner of a current full-time employee.

The process begins when the administrator making the primary offer contacts the Dual Career Services Coordinator to provide information of use to engage with the candidate and make a confidential inquiry as to whether or not the candidate has dual career concerns. The candidate or their spouse/partner may also contact the Dual Career Coordinator directly. While employment cannot be guaranteed, the Dual Career Services Office can help in the following ways:

- a. Assist with identification of open positions within UNL. For academic faculty positions, the process is detailed below. For staff or administrative positions, the Dual Career Services Office can offer networking assistance, including appropriate names of contacts and introduction to departments and/or centers at UNL in the relevant areas of employment interest.
- b. In cases where the employment is more appropriate within a regional business or service sector external to UNL, the Dual Career Services Office can assist by providing information and introductions to area hiring officials within the Lincoln and Omaha regional communities.
- c. An initial consultation with the spouse or partner will assist in understanding background information on employment interest and needs. Depending the candidate’s location, this can be done in person, by phone, video conference or e-mail.

Other career assistance offered within UNL through the Career Services Office include:

- a. Advice/critique on the preparation of résumé, curriculum vitae, and cover letters
- b. Assistance with interview preparation and readiness
- c. Networking assistance within the Lincoln region.

For academic positions within UNL the process that should be followed is as follows:

- a. Working with the administrator making the primary offer and the Dean, the Dual Career coordinator will assist in identifying appropriate open opportunities as currently advertised. The DC coordinator can assist in the application process and may facilitate introductions to this dual career opportunity. In these cases, the applicant must apply through the standard search processes and must have all the required expertise as currently advertised to be considered for a faculty position.
- b. If the desired opportunity is within the same college as the position for which the partner is being considered but no open position is available or offered, the Dean will discuss potential opportunities for dual career hiring with the office of either the Executive Vice Chancellor or the IANR Vice Chancellor, as appropriate.
- c. If the desired opportunity is outside of the college in which the position for which the partner is being consider resides, then administrator making the primary offer should consult with their Dean who will then begin introductions between the relevant leaders.
- d. Establishment of new faculty positions to address a dual career challenge is at the discretion of the Executive Vice Chancellor and/or the IANR Vice Chancellor and will only be considered when the expertise and experience of the spouse/partner offers a unique programmatic opportunity of value to the UNL university community.

**Please note that the dual career assistance program is provided as a resource to assist in faculty and executive level administrative recruitment and retention. We cannot promise entitlement to employment, nor guarantee job placement.**