



University of Pittsburgh

Office of the Provost
Faculty Affairs

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TO: Council of Deans
FROM: Carey D. Balaban
DATE: November 1, 2013

The Council of Deans recently approved a set of guidelines for a dual-career hiring program, which demonstrates our commitment “to recruit and retain the best faculty available for the University of Pittsburgh when partners also have academic careers.” The guidelines outline a process through which schools that wish to hire or retain key faculty members can work with other units within the University’s academic community to hire a faculty member’s partner in an academic capacity. Please see the attached guidelines for detailed information.

Appointments through the dual-career program will follow the same procedure as standard Visiting Faculty appointments. We ask that each dean appoint a staff member within his or her office who will serve as the point of contact for processing these appointments with both with the Office of the Provost and with other schools. Please provide this individual’s name and contact information to Charles Lyon at lyoncw@pitt.edu.

Should you have any questions about the guidelines or procedures, please contact Carey Balaban, Vice Provost for Faculty Affairs (412-624-5749 or cbalaban@pitt.edu) or Mr. Charles Lyon (412-624-4608 or lyoncw@pitt.edu).

Faculty Recruiting and Retention

Dual-Career Program Guidelines

Goal: to recruit and retain the best faculty available for the University of Pittsburgh when partners also have academic careers.

Program: The provost's office will consider requests to provide support for partners of tenure and tenure-stream faculty the University is trying to recruit or retain. Specifics are as follows:

- Given its goal, the program is available only to partners of tenure and tenure-stream faculty the University is trying to recruit or retain, and the size of the commitment in each case will depend upon the desire to recruit or retain the primary target of the recruitment or retention.
- The Provost (or the Senior Vice Chancellor for the Health Sciences) will provide one-third salary support for up to three years, provided this support is matched equally by the school hiring the target faculty member and the school hiring the partner (1/3rd- 1/3rd-1/3rd split). To manage the costs of the program, we recommend a cap on positions or financial resources be established on a yearly or multi-year basis. (Benchmarking in progress to estimate this amount.)
- Requests must be made by the dean of the school recruiting or retaining the target faculty member and need to be supported by the dean of the school proposing to hire the partner.
- Academic opportunities for the partner at Pitt should be developed as visiting professorships within departments and fellowships in the institutes or centers at the University of Pittsburgh, as well as from the regional campuses for an appointment and duration as deemed appropriate by the host center and approved by the relevant director or campus president (see <http://www.pitt.edu/academics/centers-institutes>).
- Each request will be evaluated based on individual merits and in the context of the overall budget for the program.
- The program is open only to partners of tenure and tenure-stream faculty being recruited or retained by the provost area schools. If the schools for the health sciences also participate, the provost will provide the matching funds when the target hire or retention is in the provost area and the partner is in the health sciences area; the senior vice chancellor for the health sciences will provide the match when the target hire or retention is in the health sciences and the partner is in the provost's area.
- This component of the program is limited to partners with academic careers (instruction, research, and/or clinical work).
- The program is limited to positions at the University of Pittsburgh.

- The partner must be qualified for the position into which they are being hired.
- The commitment to the partner position need not be long term. It is anticipated that in most situations the position will be temporary, providing the partner the opportunity to search for a permanent position while meaningfully employed.

Unit level staff support: Each school will identify an individual to serve as the contact person for dual-career hiring.

Provost's office support: An individual will serve as the point of contact in the Office of the Provost for the schools. He/she will maintain the list of school contacts as well as contacts at the other area colleges and universities. Individual programs should not contact this office directly, but should work through their school contact.