

Process for Making Academic Partner Accommodations

Office of the Senior Vice President and Provost

Guiding principles

Iowa State University is committed to recruiting and retaining an excellent and diverse faculty. In order to accomplish this, we must assist faculty with the potential for a satisfying personal life in addition to their career. The Office of the Senior Vice President and Provost (SVPP), in collaboration with colleges, departments, and other units, is dedicated to helping identify employment options for new faculty partners seeking academic positions. The SVPP supports partner accommodations whenever possible and collaborates with colleges, departments and units by providing salary support to facilitate these efforts (up to one-third of the salary and benefits for the accommodation).

For additional details on funding see [Salary Support for Recruiting and Retaining Tenured and Tenure Eligible Faculty](#). For partners seeking off-campus employment, consult our [Dual Career Resources](#) website.

In order for the partner accommodation effort to be successful, each college and department is expected to participate collaboratively in the process. Departments and colleges should aim to be flexible in identifying positions that can be successful for everyone involved, both in the long and short terms.

The following workflow guides the academic partner accommodation process:

1. When a faculty member being recruited into a tenured/tenure-eligible position requests a partner accommodation of any type, the department chair of the hiring department notifies their college dean/associate dean of the request. The chair forwards the CVs of both primary faculty member and partner to the dean/associate dean and/or the HR Liaison of their college. The chair of the department seeking a partner accommodation should also provide some information on the types of positions being sought, e.g. tenure-eligible, lecturer, P&S, or post-doc.
2. The dean/associate dean reviews the partner's CV to determine possible disciplinary fit. If the best fit appears to be in another college, the associate deans of the two colleges should discuss options. At this point the chair of the accommodating department is brought into the conversation. In some cases, the best fit is a non-academic unit. In those cases, communication should take place with the unit director.
3. If the best fit for the partner is a tenured/tenure-eligible position, and there is college-level support, the department chair of the accommodating department should communicate directly with the partner about his/her candidacy. Any

tenured/tenure-eligible hire must follow the standard candidate interview process as outlined in the department's governance document. This typically includes a formal visit to the department, an interview with appropriate faculty, and a research seminar. The faculty in the accommodating department will formally discuss the candidate's qualifications. Finally, they will vote on the acceptability of the candidate, rank, and whether or not to offer tenure.

4. Once the decision is made to offer the partner a position in a department, the associate dean of the primary faculty member's college, together with that college's HR liaison, initiates a written request for salary support from the Provost's Office. The expectation is that the primary faculty member's department/college, the department/college offering the accommodation, and the SVPP each contribute 1/3 of the partner's salary plus benefits. If two colleges are involved, both must review and approve the request for salary support before it is sent to the SVPP.
5. When a new position is created for the partner, a Posting or Position Description (PD) must be created by the accommodating department. The NOV or PD must include a request for a waiver of advertising. This waiver must be approved by the hiring College, SVPP, EO and UHR (in that order). In the case of a term position, the college HR Liaison notes the expiration date of the funding and the terms for renewal.
6. For tenured/tenure-eligible faculty positions and continuous P&S positions, the SVPP funding support is continuous. For non-tenure eligible faculty positions, term P&S positions, and postdocs, the SVPP funding support is term with the possibility of renewal.

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