

# Workflow for Making Academic Partner Opportunity Hires

## Office of the Senior Vice President and Provost

### Guiding Principles

Iowa State University is committed to recruiting and retaining an excellent diverse faculty. The Office of the Senior Vice President and Provost, in partnership with colleges and other units, is dedicated to helping identify employment options for new faculty partners seeking academic positions. The Provost's Office collaborates with colleges, departments, and units by providing salary support to facilitate these efforts. One-third of the salary and benefits for the partner opportunity hire may be requested.

Review [Salary Support for Strategic Faculty Recruitment and Partner Opportunity Hires](#) for additional information. Partners seeking off-campus employment should consult the [Dual Career Resources](#) website as well as [HERC](#).

### Workflow

In order for the hiring effort to be successful all colleges must partner on the process. Colleges should aim to be flexible in identifying positions that meet the short- and long-term goals of the faculty partner and the partner opportunity hire.

The following workflow guides the process:

1. When a faculty member being recruited into a tenured/tenure-eligible position seeks a partner opportunity hire of any type, the chair of the hiring department notifies their dean and/or associate dean and forwards the CVs of both partners. The chair should also provide information about the partner opportunity hire's professional and/or educational goals, i.e., whether they seek a faculty position (term, tenure-eligible, tenured) or staff position (Professional & Scientific, Merit), and whether they are interested in a full-time or part-time position.
2. The college-level review should evaluate options and determine fit.
  - a. FACULTY OPTION
    - i. If the best fit for the partner opportunity hire is a faculty position and there is college-level support, the department chair should communicate directly with the partner opportunity hire about their candidacy.
    - ii. Any faculty hire must follow the standard faculty hiring process as outlined in the department's governance document. The interview process typically includes a seminar, a formal meeting with department faculty, and a meeting with the department chair.
    - iii. The department faculty will formally discuss the candidate's qualifications and vote on the acceptability of the candidate's hire, rank, and tenure status.

b. STAFF OPTION

- i. If the best fit for the partner opportunity hire is a staff position and there is college-level support, the associate dean/department chair of the hiring unit should work with the HR Partner to create a position and job requisition and, if appropriate, pursue a waiver of advertising which must be approved by OEO.
3. Once the hiring unit extends an employment offer to the faculty or staff candidate, the associate dean and department chair of the primary faculty hire initiate a written request for salary support to the Provost's Office through completion of the "Request for Salary Support Form" and submission to [svpp\\_personnel@iastate.edu](mailto:svpp_personnel@iastate.edu). The Provost's Office may contribute one-third of the partner opportunity hire's salary plus benefits. The partnering units will determine how the remaining 2/3 will be covered.
4. If the partner opportunity hire accepts a term faculty or term P&S position, the salary support funding from the Provost's Office is also term, but is renewable upon request. If the partner opportunity hire accepts a tenure-track or continuous P&S position, the salary support funding from the Provost's Office is continuous.
5. The Provost's Office will track its own salary funding contribution. Each unit contributing funding for the partner opportunity hire is responsible for tracking its own funding. If and when the partner opportunity hire leaves their position (resigns or retires), the Provost's Office will discontinue its funding commitment. Each unit contributing funds will also discontinue their funding commitment.
6. If a college or unit determines it cannot continue to fund a fixed-term partner opportunity hire due to loss of funding, unsatisfactory performance, or reorganization, the associate dean or unit director must communicate as soon as possible with the associate dean of the faculty partner's college to alert them to the situation. This early and direct communication will allow sufficient time to explore other options.

Contact Kaela Black (515-294-8236, [kblack@iastate.edu](mailto:kblack@iastate.edu)) with questions regarding partner opportunity hires.

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