



Division of Human Resources||Office of the Provost

## Dual Career Reference Guide

Some faculty recruitments and retentions depend on employment opportunities for a spouse or partner. Successfully recruiting and retaining dual career couples is important to the wellbeing of individual faculty, gender equity, and the excellence of Penn's faculty.

Because of the uniqueness of individual circumstances, Penn does not have a single program for partner placements. We encourage faculty, department chairs, and deans to explore different and multiple resources and networks, and consider what avenues may be most appropriate for meeting the partner's career goals. Addressing dual career issues typically requires intensive, personalized engagement early in the recruitment process.

All candidates should be notified that Penn supports family and dual career needs as a matter of practice and as a means of opening discussion of partner needs as early in a faculty search as possible. For information on other Penn resources see: Penn [Benefits & Pay](#); [Childcare Resources and Support](#); and [Resources for Prospective Faculty and Staff](#).

### Dual Career Program

Administered by the Office of the Vice Provost for Faculty, Penn's Dual Career Program provides funding to offset the costs of hiring spouses and partners of standing faculty. (The use of the Dual Career Program does not require that a faculty couple be legally married. The availability of other university benefits, including medical benefits, may depend on this status.) The Program is available to support employment of a spouse or partner in staff and faculty positions, including non-standing faculty positions. In years past, the program did not apply if both the primary recruit and the partner were employed in the same Penn school; that restriction has now been eliminated.

### Spouse or Partner Appointed as a Penn Faculty Member

When the position for the partner is a faculty appointment at Penn, for the first five years, funding for the partner's position comes from:  $\frac{1}{3}$  recruit's school;  $\frac{1}{3}$  accompanying partner's school, and  $\frac{1}{3}$  the Provost's Office. In the case where the recruit and the partner are employed in the same school, that school will assume  $\frac{2}{3}$  of the funding for five years. After five years and for as long as the partner is employed by Penn, funding for the faculty partner comes  $\frac{1}{3}$  from the recruit's school and  $\frac{2}{3}$  from the accompanying partner's school.

### Spouse or Partner Hired as a Penn Staff Member

When the accompanying partner is hired into a staff position at Penn, the first five years funding for the partner's position comes from:  $\frac{1}{3}$  recruit's school;  $\frac{1}{3}$  accompanying partner's school or center, and  $\frac{1}{3}$  the Provost's Office. In the case where the recruit and the partner are

employed in the same school, the school will assume 2/3 funding for five years. At the end of five years, 100% of the costs of the position are absorbed by the department or center of the accompanying partner.

#### Exclusions

This funding is not available when members of the couple are employed by the same department. This cost-sharing arrangement does not apply to employment by the University of Pennsylvania Health System.

#### Application Process

Applications should be submitted by the Dean's Office using the Dual Career Program application form:

<https://app.smartsheet.com/b/form/5738cf9f07fe4ba7831896a455486363>.

### **Contact Information**

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Division of Human Resources  
Talent Acquisition Team  
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### **Guidance**

Securing satisfactory employment for a partner can be difficult, given the challenges of matching the interests and qualifications of a partner with available employment options. Identifying and securing positions in different schools can be particularly complex, and will require proactive outreach by the department chair or dean of the recruited faculty member and a willingness of other units to collaborate.

Faculty involved in recruitments should work with the candidate as early as possible to ascertain the preferred employment of the spouse or partner. When there is a strong probability that a position will be offered, request the spouse or partner's resume/c.v. and other details, including industry, areas of expertise, type of position sought (full- or part-time), and campus visit dates, if applicable.

#### **If spouse/partner is seeking a faculty position:**

- Refer the partner to <https://facultyjobs.upenn.edu/> for open Penn faculty positions.
- Encourage the partner to review job postings for positions at other Philadelphia-area institutions: [Inside Higher Ed jobs](#), [the Chronicle of Higher Education](#), [Hispanic Outlook](#), [Diverse Issues in Higher Education](#), and websites of specific institutions.
- Contact the dean's office for additional assistance in identifying employment options at Penn.

- Send information about the candidate to the Office of the Vice Provost for Faculty: [provost-fac@upenn.edu](mailto:provost-fac@upenn.edu).

**If spouse/partner is seeking a staff position at Penn:**

- Refer the candidate to [hr.upenn.jobs.edu](http://hr.upenn.jobs.edu) and request that they set up a profile to receive notification of relevant positions.
- Send information about the candidate to the Division of Human Resources Talent Acquisition team: [HRrecruitment@hr.upenn.edu](mailto:HRrecruitment@hr.upenn.edu)
- Inform spouse and recruit that they will be contacted by a recruiter from Human Resources (HR).
- An HR Recruiter will schedule a phone, video or in-person meeting with spouse. At this meeting, the HR Recruiter will provide basic resume review, guidance on navigating the Penn jobs site, and suggestions additional resource suggestions.

**If spouse/partner is seeking a position in healthcare:**

Refer to Penn Medicine recruiters based on area of interest:

Non-Physician, Licensed Clinical Staff (Nurse Practitioners, Pharmacists, etc):

Meredith Kirkpatrick

(215) 662-2679

[Meredith.Kirkpatrick@pennmedicine.upenn.edu](mailto:Meredith.Kirkpatrick@pennmedicine.upenn.edu)

Primary Care Physicians (not academic appointments):

Suzanne M Simon

Director Physician Services

(610) 283-6652

[Suzanne.Simon@pennmedicine.upenn.edu](mailto:Suzanne.Simon@pennmedicine.upenn.edu)

All Other Roles:

Jennifer TerMaat

Talent Acquisition Manager

(215) 615-2669

[Jennifer.Termaat@pennmedicine.upenn.edu](mailto:Jennifer.Termaat@pennmedicine.upenn.edu)

**If spouse/partner is seeking a position outside of a college or university:**

CCI Consulting is Penn's preferred vendor for providing assistance with locating jobs in the Philadelphia metro area and those services are funded by the school. CCI provides customized career transition services including the creation and execution of a targeted job search strategy and 1:1 career counseling. Packages include:

- Executive Program: 12 months and 6 month follow-up (\$7,600)
- Full Service Program: 6 months and 6 month follow-up (\$3,610)
- Comprehensive Professional Program: 3 months and 3 month follow-up (\$2,250)

- Comprehensive Individual Program: 3 months 1:1 counseling with 3 month follow-up (\$1,000)

For more information, contact:

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