

PROCEDURE

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Approved By: The Office of Civil Rights and Title IX Compliance

Authority: POL-U1000.10

See Also: [POL-U1600.01](#) Requesting an Appointment of Opportunity
[FRM-1600.01A](#) Requesting Dual Career Assistance
[Requesting Dual Career Assistance – Development of New Position](#)

PRO-U1600.01A REQUESTING A DUAL CAREER ASSISTANCE (DCA) APPOINTMENT OF OPPORTUNITY

This procedure does not constitute a promise, real or implied, of employment at Western Washington University (WWU). The Office of Civil Rights and Title IX Compliance is the policy owner and approver of this procedure.

Definitions

Primary Employee: Current employee or primary candidate as defined in “within the University organization” per POL-U1600.01.

Requesting Department Chair/ Director and Requesting Dean/Vice President (VP): The leadership parties who receive the request from the Primary Employee requesting support for DCA for their spouse/partner, and consider the request based on their desire to recruit or retain the Primary Employee.

Receiving Department Chair/ Director and Receiving Dean/VP: The leadership parties who consider the DCA request.

1. **Primary Employee** – Completes and submits Requesting Dual Career Assistance e-sign form. Upon completion of the form, the DCA candidate will begin to receive internal notifications of vacant job postings. If they want a list of existing internal job postings, they can contact Human Resources and request one. Internal vacant job postings are held open for five working days (i.e., internal posting period) before being publicly advertised. If DCA Candidate applications are received during the internal posting period, the position shall not be advertised publicly until dispositions of the DCA Candidate applications are finalized. For classified and pro-staff positions, all collective bargaining agreement or handbook and associated policy requirements must be met before DCA Candidate applications may be considered.
2. **DCA Candidate** – Indicates interest in position
 - A) **If DCA Candidate is interested in a vacant internal job posting, DCA Candidate –**

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Submits a complete application, including all requested documents, following the instructions included with the internal job posting. Proceed to Step 3.

B) If DCA Candidate is interested in the creation of a new position,

- i) **Primary Employee** – Requests via [E-Sign Form](#) consideration of a new position to meet an identifiable institutional need to requesting Department Chair/Director.
- ii) **Requesting Department Chair/Director** – Follows instructions on E-Sign Form
- iii) **Requesting Dean/VP** – Follows instructions on E-Sign Form
- iv) **Receiving Dean/VP** – Follows instructions on E-Sign Form.
- v) **Receiving Chair/Director**– Follows instructions on E-Sign Form
- vi) **Provost (for faculty positions)/President (for staff positions)** – Follows instructions on E-Sign Form
 - a) **Provost/President-** Notifies the Requesting and Receiving Deans/VPs and Requesting and Receiving Department Chairs/Directors of their approval or disapproval. If the position is not approved, any funding identified for the new position throughout the previous approval process will be returned to the original source.
 - a. **Requesting Dean or requesting VP or requesting VP designee** - Notifies the Primary Employee in writing if the position is approved or disapproved. If disapproved, the notification will include rationale for denying the request.
- vii) **Human Resources-** Follows instructions on E-Sign Form
- viii) **DCA Candidate** – Submits a complete application, including all requested documents, following the instructions included along with the internal job posting. Proceed to Step 3.

- 3. Search Committee Chair** – Consults with search committee and appropriate Faculty/Staff¹ to evaluate the DCA Candidate against the requirements of the position description. Within 5 working days of the closing date of the internal job posting, decides if the DCA Candidate meets the required qualifications of the position description.

- A) If DCA Candidate does not meet all required qualifications after review of the application materials, Search Committee Chair** - Provides a disposition in Page Up that specifically indicates which required qualification(s) the DCA Candidate lacked. Also, provides a written recommendation not to proceed to the Receiving Department Chair/Director and the Receiving Dean/VP. For faculty positions, the Receiving Dean

¹ Appropriate with respect to the hiring department's internal hiring process. This is the case anywhere consultation with appropriate Faculty/Staff is stated in this procedure.

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will inform the DCA candidate. For professional/classified staff positions, the Receiving Dean, or the Receiving VP or Receiving VP designee will inform the DCA candidate. The DCA Candidate shall be informed in writing within 5 working days of dispositions entered in Page Up, with specific reasons related to the position description for non-selection, with a copy sent to The Office of Civil Rights and Title IX Compliance (CRTC) and HR.

Note: In the case of a new position that was proposed/approved (as outlined in Section 2.B. of this procedure), for faculty positions, if the new position is ultimately not successfully filled through the DCA process, any funding identified for the new position is returned to the original source. For staff and classified positions, if the new position is ultimately not successfully filled by an internal candidate, the position may be externally advertised.

- B) If DCA Candidate appears to meet all required qualifications after review of the application materials: Search Committee** – May conduct an initial telephone/video prescreen interview, or may proceed directly to a full interview, with the DCA candidate as soon as possible, but within 10 working days of the internal posting closing date.
- a. If proceeding directly to a full interview, a request to interview shall first be submitted via Page Up to CRTC (for faculty and pro-staff positions) or HR (for classified staff positions) for approval.
 - b. If the committee decides to first conduct an initial telephone/video prescreen interview, approval from CRTC/HR is not required to do so.
 - i. If based on the prescreen interview the search committee decides to conduct a full interview, a request to interview shall first be submitted via Page Up to CRTC (for faculty and pro-staff positions) or HR (for classified staff positions).
- C) If telephone prescreen or full interview reveals that the DCA Candidate lacks required qualifications, Search Committee Chair** – Provides a disposition in Page Up that specifically indicates which required qualification(s) the DCA Candidate lacked. Also, provides a written recommendation not to proceed to the Receiving Department Chair/Director and the Receiving Dean/VP. For faculty positions, the Receiving Dean will inform the DCA candidate. For professional/classified staff positions, the Receiving Dean, or the Receiving VP or VP designee will inform the DCA candidate. The DCA Candidate shall be informed in writing within 5 working days of dispositions entered in Page Up, with specific reasons related to the position description for non-selection, with a copy sent to CRTC and HR.

Note: In the case of a new position that was proposed/approved (as outlined in Section 2.B. of this procedure), for faculty positions, if the new position is ultimately not successfully filled through the DCA process, any funding identified for the new position is returned to the original source. For staff and classified positions, if the new position

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is ultimately not successfully filled by an internal candidate, the position may be externally advertised.

- D) If the full interview, including reference checks, results in a recommendation that the DCA Candidate be hired, Search Committee Chair** – Coordinates with relevant Receiving Department Chair/Director to initiate a request to make offer form through Page Up and ensure all necessary approvals are received prior to extending the offer to the DCA Candidate.