

PROCEDURE

Effective Date: June 30, 2021
Approved By: Director, Office of Civil Rights & Title IX
Authority: POL-U1600.01

See Also: [POL-U1600.01](#) Requesting an Exception to the Normal Competitive Search Process (Requesting an Appointment of Opportunity)
[FRM-U1600.01](#) Requesting Dual Career Assistance
[FRM-U1600.01A](#) 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: As defined in POL-U1600.01, and for purposes of this accompanying procedure, the term “primary employee” refers to an individual currently employed by Western who requests Dual Career Assistance consideration for their spouse or partner; or a primary candidate who at the time of offer, requests Dual Career Assistance consideration for their spouse or partner, and becomes an employee of Western.

Requesting Department Chair/ Director and Requesting Dean/Vice President (VP): The leadership parties who receive the request from the Primary Employee within their organizational unit, 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 for the relevant new or vacant position within their organization unit.

- 1. Primary Employee** – Completes and submits Requesting Dual Career Assistance E-Sign Form FRM-1600.01. Upon completion of the form, the DCA candidate will receive notifications moving forward for vacant job postings to which they are eligible to apply as a DCA candidate. If they want a list of all vacant job postings currently posted for DCA candidates, they can contact Human Resources and request one. Job postings for new or vacant positions are posted internally for five working days during which only DCA candidates may apply, (i.e., DCA posting period).

All relevant collective bargaining agreement or Professional Staff Employee Handbook and associated policy requirements must be met before DCA Candidate applications may be considered.

Note: Positions that are excepted from being posted to the 5-day DCA posting period include: 1) executive officer positions; and 2) positions anticipated to be otherwise filled non-competitively (e.g., through another type of appointment of opportunity), and where a broader competitive recruitment, whether external or internal, is not intended to occur.

If any DCA Candidate applications are received during the DCA posting period, the process outlined in this Procedure must fully conclude prior to a broader competitive search process commencing for the position. In the case of one or more DCA candidates not being selected through the DCA posting period, these applicants will become part of the larger applicant pool when the broader competitive process commences.

2. DCA Candidate – Indicates interest in position

- A) If DCA Candidate is interested in a new or vacant position posted for DCA applicants, DCA Candidate** –Submits a complete application, including all requested documents, following the instructions included with the DCA job posting. Proceed to Step 3.
- B) If DCA Candidate and Primary Employee are interested in requesting the development of a new position:**
- i) Primary Employee** – Follows instructions on E-Sign Form FRM-U1600.01A to request consideration of a new position to meet an identifiable institutional need.
 - ii) Requesting Department Chair/Director** – Follows instructions on E-Sign Form FRM-U1600.01A.
 - iii) Requesting Dean/VP** – Follows instructions on E-Sign Form FRM-U1600.01A.
 - iv) Receiving Dean/VP** – Follows instructions on E-Sign Form FRM-U1600.01A.
 - v) Receiving Chair/Director**– Follows instructions on E-Sign Form FRM-U1600.01A.
 - vi) Civil Rights and Title IX Compliance** – Follows instructions on E-Sign Form FRM-U1600.01A, prompting the following notifications to occur before the form routes to Human Resources:
 - a)** As indicated on the E-Sign Form, **Receiving Dean/VP**- Notifies the Requesting Dean/VP and Requesting and Receiving Department Chairs/Directors whether or not the new position has been approved for creation, and if disapproved, the rationale for denying the request. 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.

b) Requesting Dean or requesting VP or requesting VP designee

-Notifies the Primary Employee in writing if creation of the position is approved or disapproved. If disapproved, the notification will include the rationale provided by the Receiving unit for denying the request.

vii) Human Resources – Follows instructions on E-Sign Form FRM-U1600.01A.

viii) DCA Candidate – If new position is approved for creation, submits a complete application, including all requested documents, following the instructions included in the DCA job posting. Proceed to Step 3.

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

NOTE: “Appropriate Faculty/Staff” means 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.

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 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 – crtc@wwu.edu) and HR (recruit.hr@wwu.edu).

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 a DCA 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 semi-finalist telephone/video prescreen interview, or may proceed directly to a finalist interview, with the DCA candidate as soon as possible, but within 10 working days of the DCA posting close date.

- a. If proceeding directly to a finalist interview, a request to interview must first be submitted via PageUp for approval from: CRTTC (crtc@wwu.edu - for faculty and pro-staff positions) or HR (recruit.hr@wwu.edu – for classified staff positions).
- b. If the committee decides to first conduct an initial semi-finalist telephone/ video prescreen interview, approval from CRTTC/HR is not required to do so.

If based on the semi-finalist prescreen interview the search committee decides to conduct a finalist interview, a request to interview shall first be submitted via PageUp, using the same process described in step 3Ba.

- C) If semi-finalist telephone prescreen or finalist interview reveals that the DCA candidate either lacks one or more required qualification(s), or is determined to be less qualified in one or more required qualification(s), the Search Committee Chair** – Provides a disposition in PageUp that specifically indicates which required qualification(s) the DCA Candidate either lacked or was determined to be less qualified in. If no DCA candidate is selected to advance from this stage of consideration, a disposition of “less qualified” should indicate specifically which qualification(s) the DCA candidate(s) were determined to be less qualified in when compared to the level of qualifications necessary to successfully meet the needs of the position, sufficient to not warrant offering them the position as a DCA candidate. In the case of a DCA candidate being selected to advance from this stage of consideration, a disposition of “less qualified” for any DCA candidate(s) not selected should indicate how the individual(s) not selected were determined to be less qualified in comparison to the individual selected. Search Committee Chair also provides a written recommendation not to proceed to the Receiving Department Chair/Director and the Receiving Dean/VP.

For faculty positions, **Receiving Dean** - informs the DCA candidate. For professional/classified staff positions, **Receiving Dean**, or the **Receiving VP or VP designee** - informs the DCA candidate. The DCA Candidate must 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 CRTTC (crtc@wwu.edu) and HR (recruit.hr@wwu.edu).

In the case of a DCA candidate being dispositioned as meeting required qualifications, their application as originally submitted to and reviewed by the search committee will continue to be considered in comparison to the larger pool of applicants when the DCA process has concluded, and the broader competitive search process commences for the position. An applicant may withdraw their application at any point in the DCA or broader competitive search process if they no longer want to be considered for the position.

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 a DCA candidate, the broader competitive search process for the position may commence.

- D) If the finalist 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 through PageUp and ensure all necessary approvals are received prior to extending the offer to the DCA Candidate.