

DUAL CAREER PARTNER PROGRAM REQUEST



**HUMAN
RESOURCES**
OUR SERVICES - YOUR FUTURE

PURPOSE: Many faculty and staff recruited by the university have partners who are also accomplished professionals. The purpose of the Dual Career Partner Program is to provide services to eligible partners who are relocating to the Coastal Bend area.

TO BE COMPLETED BY DUAL CAREER PARTNERS

_____	_____	_____
<i>Name of Current Faculty or Staff Employee</i>	<i>Department</i>	<i>Department Head or Dean</i>

_____	_____	_____
<i>Spouse/Partner Seeking Employment</i>	<i>Potential Hiring Department(s)</i>	<i>If department(s) is unknown, please check box.</i>

Please answer the following questions:

List the strengths and the value you would bring to the university. How could you contribute to mission and vision in the department, the College, and the University as a whole?

What avenues have already been pursued to obtain employment in the Coastal Bend?

Please include the following materials:

- Curriculum Vitae or Resume
- Letter of interest addressing the qualifications of the spouse/partner
- Statement of Teaching philosophy and/or research interests, as applicable
- Samples from unpublished works or works in progress, as applicable
- Professional References
- Portfolio of creative work, as applicable
- Other:

INSTRUCTIONS

This form is initiated by Dual Career Partners. The form should be provided to the Office of Human Resources, the Office of Employee Development and Compliance, and/or the Department Head of the potential hiring unit who will work to identify and contact appropriate personnel on behalf of the dual career partner.

While the University recognizes the value of promoting opportunities for dual career partners and has established guidelines to help secure this value, we cannot guarantee employment to anyone.