



## Steps for Partner Accommodation Hires

Over a third of academics have a partner in academia. MSU thus recognizes the importance of supporting Partner Accommodations. Search committees should operate on the assumption that every candidate could have a partner, thus we have outlined the process below for securing partner accommodations for new candidates. Data shows that accompanying partners who get hired are, on average, more productive than typical hires; they have higher publication rates and grant funding. Thus, it benefits search committees and campus departments to work with new candidates and their partners during the search process and as they integrate into MSU.

### SUBMISSION PROCESS

Once approved by the Provost and Dean for an interview, the Department Head/Chair should:

1. Ask the partner candidate to submit application materials: Curriculum Vita, Research Statement, Teaching and any additional materials required by the department, college, unit or division
2. Schedule a full interview agenda. The interview should be similar to an on-campus job interview for any faculty candidate, including meetings with administrators, students, a research/teaching presentation and so on
3. Hold a faculty meeting/discussion to determine support for the partner candidate
4. After the interview, write a summary of the reviews of her/his interview that also notes the degree of faculty support
5. Complete reference checks (or request letters of recommendation)
6. Gather all the above information and submit to the hiring Dean

All of these documents (including application materials) should be sent by the hiring Dean to Sharon Stoneberger ([sharon.stoneberger@montana.edu](mailto:sharon.stoneberger@montana.edu)) in Human Resources for HR records. Sharon will then give the Dean a position number to use in the Letter of Appointment (LOA) and any Memorandum of Understanding that accompanies the offer letter.