



Partner Accommodation Worksheet

Department: Click here to enter department

Individual(s) submitting this form: Click here to enter name(s)

Date of submission for

review: Click here to choose date

First and Last Name of Tenure-Track Faculty Hire: click here to enter name

First and Last Name of Partner: Click here to enter department

Department of Partner: Click here to enter department

Montana State University is committed to supporting work-life integration for all employees, including dual-career couples. The purpose of the partner accommodation is to recruit or retain faculty members by making every effort to find creative solutions for the partner.

1. How will hiring the partner help recruit/retain the tenure-track hire? Why is this important?

2. What other avenues, if any, have been pursued to hire the partner?

3. List the strengths and the value the tenure-track hire brings to the department. In what ways, if any, does the tenure-track hire contribute to diversity in the department, the College, and the University as a whole?

4. List the strengths of the partner and summarize his/her qualifications. In what ways, if any, does the partner contribute to diversity in the department, the College, and the University as a whole?

5. How does the partner department AND/OR the tenure-track department plan on supporting and retaining the partner? Please specify and explain these plans and commitments (e.g., leveraging future lines from forthcoming retirements, allocating adjunct funding, current grant funding, potential for grant funding, request a tenure-track position, petition Dean/Provost, etc.)

6. What are the needs of the partner and how will they be met? (e.g., space, computer, teaching assistant, etc.) if possible attach a statement from the partner department that illustrates support and enthusiasm for the partner.

7. In what ways does this partner accommodation contribute to the University's Strategic Plan (<http://www.montana.edu/strategicplan/>)?

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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 the Dual-Career Liaison (MSUhumanresources@montana.edu) in Human Resources for HR records. They 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.