

Dual Career Flowchart for the University of Virginia

These are general guidelines for employment assistance, not job placement. U.Va. does not guarantee a job to any spouse.

Start here

Information on dual career hiring assistance at U.Va. included in the material given to all candidates ([See FAQs for more information](#))

Need for spousal employment is established ([see FAQs for more information](#))

Non-academic or off-Grounds (off-campus) position

[Office of Dual Career Employment in Human Resources](#) coordinates for these resources.

See also the [list of Life & Career Coaches and Career Counselors](#)

This list is provided as a service only. Inclusion on this list does not indicate endorsement of or payment for these professionals by U.Va. or the VPFRR.

Academic position at U.Va.

Areas of expertise identified (including CV and other relevant materials)

Information communicated to:

- 1) dean/associate dean of finalist's school and/or
- 2) relevant dean(s) or chair(s) of the school appropriate to the spouse's discipline and/or
- 3) the Vice Provost for Faculty Recruitment and Retention (VPFRR)

Who to inform? Process may vary from school to school; verify with dean

Permanent funding
Expectation of permanent funding from school and departmental resources

Offer made

Funding structure negotiated; VPFRR/Provost's office may provide temporary salary cost-sharing

EOP and VPFRR approval for dual career exemption procured

Non-tenure track fixed-term appointment available (full or part time)

Offer made

Funding structure negotiated; VPFRR/Provost's office may provide temporary salary cost-sharing

EOP and VPFRR approval for dual career exemption procured

Tenure-track appointment available

Files reviewed and vetted at departmental level

VPFRR works with deans, associate deans and chairs in appropriate schools/departments to explore hiring opportunities

If VPFRR is contacted to explore opportunities for spousal hiring, VPFRR may contact spouse and review materials (CV, etc.)

No job offer, or no position available