

**Dual Career Program  
at the  
University of Michigan – Ann Arbor**  
**A Guide for  
Prospective or New Faculty Members  
and Their Partners**

***Introduction***

To maintain and strengthen its excellence, the University must recruit and retain an outstanding faculty. Many faculty members who are being recruited by the University of Michigan - Ann Arbor have partners who are accomplished professionals in their own right. Therefore, the ability of a dual career partner to find a suitable career opportunity is often a key factor in the recruitment process and ultimately in the couple's decision. The Dual Career Program was created in response to this need.

At her or his own initiative, the prospective faculty member should tell the chair of the search committee, the dean, or the department head about any interest in the dual career program.

Typically, the school, college, or department then takes the lead in gathering initial information about the dual career partner. If the department decides the partner needs additional help (e.g., in career networking and job search assistance), they then pursue one or more of the services mentioned below.

***An Overview of Services***

Services Available to Everyone

The Office of the Provost maintains a dual career Website. Available to everyone both in and outside the University, this site provides easy access to information about employment opportunities and career resources at the University of Michigan (including how to search and apply for jobs), other area colleges and universities, major employers in the area, career search resources, and information about Ann Arbor:

[www.umich.edu/~provost/programs/dualcarinfor.html](http://www.umich.edu/~provost/programs/dualcarinfor.html)

Services for the Partners of  
Tenured & Tenure Track Faculty

Due to limited resources and because the University recruits over 300 professors a year, other services are available *only* to the partners of tenure-track or tenured faculty members. Depending on the situation and the dual partner's interests, the partner will interact with one or more of the following people:

- In the department or program to which the faculty member is being recruited, typically with the department chair, program director, and/or a member of the support staff;
- At the school or college level, typically with a dual career specialist or other designated staff person, and/or an assistant or associate dean;
- In the Office of the Provost, with the Assistant Provost and/or Dual Career Specialist.

***Services for Partners with  
Academic Careers***

As used here, the term *academic career* includes instruction, research, and/or clinical work. Working together, the department, school or college, and Provost's Office will help the dual career partner to connect with appropriate faculty and staff in the units. At such meetings, the partner can learn more about the University and begin to explore career options. In other cases, a more proactive approach may be taken to look for ways the University can take advantage of the partner's expertise and experience.

If for some reason the partner is more suited to a position at an institution other than the University of Michigan, contacts at nearby institutions (see Website) may be arranged.

***Services for Partners with  
Non-Academic Careers***

Working with faculty and staff in the department or program and the school or college, the Dual Career Specialist for the Provost's Office (in Human Resources & Affirmative Action) helps partners to search for non-academic jobs. This group of partners includes people looking for staff or professional positions in such areas as education, private industry, the non-profit arena, and government.

The Dual Career Specialist can assist in the following ways:

- Consult with partners about the job search and help arrange informational interviews and/or identify positions of interest;
- Review résumés;
- Provide information about the local job market and area companies, as well as the range of employment opportunities in Ann Arbor and southeast Michigan;
- Explain where and how to apply for non-academic positions at the University of Michigan; and
- Answer or refer questions about immigration issues that may complicate the job search for partners who do not have visas that allow them to work in the U.S.

Southeast Michigan, well known as the headquarters of the automotive industry, has numerous high technology, consumer, and financial services companies, as well as several dozen institutions of higher education. Due to the area's diversified economy, businesses and organizations in a wide variety of fields can be found. Job availability, of course, varies by field and fluctuates with the economy. Partners willing to commute outside of Ann Arbor will find the widest range of opportunities.

***Job Search***  
***vs.***  
***Job Placement***

University faculty and staff who assist in dual career efforts do a great deal to help partners in their job search. But the University cannot and does not guarantee job placement. The success of any job search—and how long it takes—depends on many factors. These include the economy, timing, the “fit” between a partner's credentials and job openings, and how flexible the partner is able and willing to be (e.g., with respect to salary level and requirements, and willingness to commute).

Career searches are most successful when the partner takes a great deal of initiative. Partners are urged to conduct an active job search, using the Dual Career Program as just one source of information. The partner will also benefit from seeing his or her first job in the area as a good steppingstone to a more ideal job.

***Questions?***

Initially, prospective faculty and/or their partners should talk with the faculty and staff in the academic department or program to which the faculty member is being recruited. The department or program will then help partners connect with the appropriate dual career personnel.

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For additional copies, call 647-8788.