

MEMORANDUM

TO: College Deans
Gregg Fields, Vice President for Research

FROM: Ken Dawson-Scully, Provost and Executive Vice President
Academic Affairs

DATE: October 6, 2026

SUBJECT: Faculty Spousal Hiring Program



The Faculty Spousal Hiring Program is a recruitment and retention tool to enhance Florida Atlantic University's ability to recruit and hire exemplary faculty to tenure track and tenured positions. Qualifying faculty positions are identified in the academic departments and filled by qualified faculty spouses of newly hired FAU faculty members.

Purpose: The Faculty Spousal Hiring Program identifies employment opportunities to enable faculty spousal hires across departments and colleges, making faculty employment accessible to relocating spouses of new¹ FAU faculty members. Department chairs² and deans are encouraged to begin inquiries as soon as a qualified (tenure track or tenured) faculty candidate with a spouse that may qualify as a "faculty spouse" is identified at any point of a faculty position recruitment. Please note that engagement in the Faculty Spousal Hiring Program is not a guarantee of FAU to provide employment for the faculty spouse and is contingent upon funding, academic qualifications and experience of the proposed faculty spouse, and curricular or programmatic needs.

Terms of the Faculty Spousal Hiring Program: The Provost's Office will provide funding support for faculty spousal hires between colleges, per the following terms:

- The agreed cost sharing/funding formula for the faculty spousal position is subject to the following, where the Provost's Office funding is non-negotiable:
 - 1/3 funding: Department of the original faculty hire
 - 1/3 funding: Department of the faculty spousal hire
 - 1/3 funding: Provost's Office

¹ "New" faculty members, for this Faculty Spousal Hiring Program, are faculty appointees, starting no earlier than academic year 2026-27, and only applies to them, up to and not to exceed 3 months, after their official start date.

² Departments refer to both Schools and Departments and Chair refers to both Department Chairpersons and School Directors.

- Funding support from the Provost's Office is only inclusive of the base salary of the faculty spousal hire's position for 2 full academic or calendar years and will not include startup funds. Support may be extended for one additional full academic or calendar year, not to exceed 3 full academic or calendar years, depending on the contract of the hiring unit.
- There is no guarantee of permanent employment beyond the initial approved and funded 2- or 3-year faculty appointment/position for faculty spouses hired under the Faculty Spousal Hiring Program. Any continuation of employment option beyond the initial appointment for faculty spousal hires will be at the discretion and/or responsibility of the employing academic department(s) to determine, negotiate, and fund.

Eligibility: An eligible "faculty spouse" is the spouse of (a) a selected finalist faculty candidate for a current faculty recruitment, or (b) the spouse of a newly appointed faculty who meets the qualifications for a faculty position at Florida Atlantic University. A "spouse" is "the person to whom you are legally married" and can provide legal document(s) for proof of marital status (i.e., copy of a court issued marriage certificate).

Qualifying Faculty Positions: Faculty spousal hires are supported for the following faculty positions and/or situations:

- **A tenured or tenure-track faculty position.** This includes both a current, open and/or unfilled tenured or tenure-track faculty position as well as any allocated/budgeted tenured or tenure-track faculty positions. Tenured or tenure-track faculty positions require the acknowledgement and commitment of the hiring departments to provide full funding for the position after the initial 2- or 3-year faculty appointment or position for the faculty spouse.
- **Non-tenure earning faculty positions at all ranks of instructors and lecturers and non-tenure earning multi-year assistant/associate/professor appointments/positions.** Other non-tenure earning positions (i.e., administrative, clinical, and research) are not eligible and will not be considered.

Additional note: Finalist faculty candidates, prior to interview, will be provided relevant information about the Faculty Spousal Hiring Program and family-friendly programs and policies. Family-friendly policies and resources include:

- Faculty Spousal Hiring Program
- Tenure Clock Extensions for Tenure-Earning Faculty
- Tuition Waiver for Qualifying Faculty Members and their Qualifying Dependent(s) (Spouse and Children)
- Family-friendly Leaves and Leave Programs (i.e., FMLA, Sick Leave and Sick Leave Pool, etc.)

Procedures:

1. When a possible candidate for the Faculty Spousal Hiring Program is identified by the department, the department chair should communicate with their dean about the possibility of a faculty spousal hire. If the faculty spousal hire involves a department in another college, the deans of the two colleges, in addition to the chairs of the two departments, should communicate.
2. Chairs will consult with the Dean(s) regarding the proposed spousal faculty position and specifically, the title of the position, position expectations, and qualifications. If the Department Chairs and Deans of both the original hiring department and the prospective receiving department agree to all the following: (1) the position, including title, expectations, and qualifications); (2) the appointment of the spousal faculty member; and (3) the cost sharing/funding formula as stated in the Terms of the Faculty Spousal Hiring Program, the Deans should jointly submit **all** the following to the Provost's Office for consideration:
 - a) a completed Faculty Spousal Hiring Program Application, which on that form includes:
 - 1) the proposed faculty spousal position (job title, expectations, and qualifications),
 - 2) explanation of how the spousal faculty appointee meets the qualifications for the proposed faculty position,
 - 3) how the support of this request will benefit the University, and
 - 4) the plan and acknowledgement of providing college or unit level funding for continued employment of the faculty spouse after the Provost's Office funding ends **or** acknowledgment that the faculty spouse has been informed that this faculty spousal position may not continue after the funding period.
 - b) a current CV for the faculty spouse, and
 - c) a copy of the legal document for proof of marital status.
3. **If** the application is **approved** by the Provost's Office, **then (a) or (b):**
 - a) If the hiring department is still actively engaged in negotiations with the finalist faculty candidate, the hiring department may use this as a negotiating tool.
 - 1) Once the finalist faculty candidate has been informed, the receiving department may reach out to finalist faculty candidate's spouse to provide the faculty spousal offer, including a campus visit.
 - 2) If the finalist faculty candidate accepts their offer and their spouse accepts their faculty spousal offer (per the terms of the approved Faculty Spousal Hire Program Application), the faculty spousal position recruitment (posting of position and/or search committee requirements) may be waived in accordance with FAU University Policy 3.5.5 Personnel.
 - 3) Both the original hiring department and the prospective receiving department are to inform the Provost's Office and Human Resources, and coordinate with each

other to ensure offer letters are timely provided to both the finalist faculty candidate and their spouse.

- 4) The Provost's Office will forward the approved Faculty Spousal Hiring Application, with all supporting documents, to the Office of Human Resources (to be submitted as the "Recruitment Waiver.")
- b) If the new FAU faculty member has already officially accepted a (tenure track or tenured) faculty appointment, they can be informed of the approval by the Provost's Office, and the receiving department is to reach out to the faculty member's spouse to provide the faculty spousal offer.
 - 1) If the spousal faculty accepts their faculty spousal offer (per the terms of the approved Faculty Spousal Hire Program Application), the faculty spousal position recruitment (posting of position and/or search committee requirements) may be waived in accordance with FAU University Policy 3.5.5 Personnel.
 - 2) The Provost's Office will forward the approved Faculty Spousal Hiring Application, with all supporting documents, to the Office of Human Resources to be submitted as the "Recruitment Waiver."

Program Contact: For additional information regarding the Faculty Spousal Hiring Program, please contact the Vice Provost in the Office of the Provost.

FAU Career Center Resources: The FAU Career Center has resources available for faculty spouses to identify and explore employment opportunities in South Florida. More information about the resources available can be obtained from career@fau.edu.

CC: Stephen Engle, Vice Provost, Academic Personnel
Iselgis Garcia, Associate Vice President, Academic Finance and Administration



Faculty Spousal Hire Application

Primary Hire/Candidate Information

To be completed by the college of the primary hire.

First Name: _____ Last Name: _____
College: _____ Department: _____
Title: _____ (e.g. Professor)

Spousal Hire/Candidate Information

First Name: _____ Last Name: _____
College: _____ Department: _____
Proposed Title: _____ (e.g. Assistant Professor)

Anticipated Hire Date: _____

Proposed Base Salary Amount: \$ _____

Requested period for funding: ☐ 1 year ☐ 2 years ☐ 3 years
(If three years, attach justification.)

Does spouse meet the requirements for the proposed position? ☐ Yes ☐ No

Spouse has been notified and acknowledges that this position may not continue after the approved funding period. ☐ Yes

Please attach justification for spousal hire request and a plan for continued employment for the spouse after Provost's Office funding ends.

Department and College of Primary Hire/Candidate

I will support this position for ____ year(s) in the amount of \$ _____ per year.
(1-3)

Chair's Signature _____ Date _____

Dean's Signature _____ Date _____

Department and College of Spousal Hire

I will support this position for ____ year(s) in the amount of \$ _____ per year.
(1-3)

Chair's Signature _____ Date _____

Dean's Signature _____ Date _____

Office of the Provost

The Office of the Provost will support funding of this position for ____ year(s) in the amount of \$ _____ per year.
(1-3)

Provost's or Designees' Signature _____ Date _____