



Spousal/Partner Accommodation Guidelines

Updated: February 28, 2025

I. Statement

In order to recruit a faculty member, it is sometimes feasible for the University to find satisfactory employment for a spouse/partner.

It is the practice of the University of Oklahoma to, where feasible, assist units in recruiting qualified faculty by considering potential career opportunities for a faculty spouse/partner of prospective tenure-track or tenured faculty within the Norman campus. Prospective employees are not to view faculty spouse/partner hiring assistance as an entitlement.

II. Procedures

A. Eligibility

1. This policy applies to the recruitment of qualified prospective faculty into tenured or tenure-track faculty lines at the time of hire.
2. This policy applies to spouses/partners of the prospective candidate, who would also be able to fill a potential faculty role.
3. It does not apply to already-employed faculty members or to staff positions.

B. Existing Vacancies

When a prospective faculty member expresses interest in a faculty spousal/partner hire, the department will provide information about existing vacancies.

C. Temporary Employment

1. If there are no appropriate existing vacancies, the Office of the Provost may assist with temporary employment. Temporary employment is supported by limited funds set aside for this purpose.
2. Hiring units must advise candidates of the time limits for temporary employment support. Support beyond the initial temporary employment period is available only if:
 - a. The position becomes permanent, and funding is available outside of the Office of the Provost,
 - b. The hiring unit has planned for future permanent funding, or
 - c. The individual secures alternate permanent employment.

3. Criteria.

The Office of the Provost is unable to fund all requests for temporary hiring; therefore, faculty spousal/partner employment criteria have been established as follows:

- a. A faculty position in response to a tenure-track or tenured faculty hire;



POLICY AND PROCEDURE MANUAL

The UNIVERSITY of OKLAHOMA

- b. A nonfaculty position in response to a tenure-track or tenured faculty hire;

Note: The above criteria are not always followed in the order shown.

4. Requirements

- a. Requests for a faculty spousal/partner hire must be made during the faculty hiring process.
- b. There must be an appropriate fit between the qualifications of the faculty spouse/partner and the proposed position. The appropriateness of the fit is at the discretion of the unit in which the faculty spouse/partner hire will be placed.
- c. The University must benefit if the faculty line for a spouse/partner is provided.

5. Written Proposal

Units requesting temporary faculty spouse/partner accommodation submit a written proposal through the responsible dean (or equivalent administrator) to the Vice Provost for Faculty. Units are to provide the following:

- a. An explanation of the situation;
- b. An explanation of how the University will benefit from the hire;
- c. The vita of the faculty spouse/partner;
- d. A list of possible positions for consideration;
- e. The proposed time period of the temporary hire;
- f. The proposed salary;
- g. An explanation indicating why permanent funds are not available if there is a need for the position in an area.
- h. A statement indicating that the requesting unit will provide the required matching funds or an indication of the source of such matching funds. NOTE: The goal is to move employees from temporary funds to permanent funds whenever feasible and appropriate.

6. Funding

- a. After approval of the proposal, the Office of the Provost commits funding for the temporary hire for two years for .50 FTE matched by funds from the unit hiring the primary faculty candidate.
- b. The Office of the Provost and the hiring or receiving department share the funding of the temporary faculty position.
- c. If the position is less than full-time, the funding support is prorated based on the formula described above. Either the hiring unit or the receiving unit may provide the funds to make the position full-time. A unit interested in pursuing a spousal/partner



POLICY AND PROCEDURE MANUAL

The UNIVERSITY of OKLAHOMA

accommodation may provide funds to enable the temporary hire to take place in a different unit.

7. Approval

Approval by the Provost is contingent upon the availability of funds and the evaluation of the temporary hire proposal.

8. Unused Funds

Any unused temporary hiring spousal/partner funds revert to the Office of the Provost.

9. Compliance Review

The Director of Academic Personnel Records submits the request to waive the national search to the Office of Institutional Equity to ensure that requests conform to IEO policies and regulations.