

*When a faculty member has a spouse who is fully qualified and interested in a university position, a dual career exception to the search process may be made. The department or unit administrator is responsible to contact the Office of the Provost as soon as possible. Hiring a spouse or partner depends upon the qualifications of the spouse or partner, the availability of a suitable and acceptable position in each case, and is subject to the approval of the department or unit into which the spouse or the partner will be hired, following an interview process within that unit. The purpose of this policy is to help recruit and retain. – [Policy 103.2.2.4.4](#)*

This policy is designed to provide the potential to place an employee's spouse/partner when an appropriate employment opportunity exists, but it does not guarantee placement. Once a request is submitted to the Office of the Provost, the request will stay on file for 18 months if a suitable position is not readily available. If no suitable position is found within the 18 months, you are encouraged to resubmit the request. You are also encouraged to visit NDSU's employment website at <https://jobs.ndsu.edu> to view current open positions. Faculty spouses are invited to apply for positions that match their credentials.

Date of Request: \_\_\_\_\_

**NDSU EMPLOYEE/CANDIDATE INFORMATION**

Faculty Name (Last, First, Middle)
Faculty Department
Faculty Email
Faculty Phone Number

**SPOUSE/PARTNER INFORMATION**

Spouse Name (Last, First, Middle)
Spouse Email
Spouse Phone Number
Department(s) Seeking Employment in:
Type of position seeking (check all that apply): <input type="checkbox"/> Faculty <input type="checkbox"/> Staff
Qualifications (please attach current CV/resume)
Have you applied to any NDSU open positions prior? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list position and department