Targeted and Spousal Hires

Departments may submit requests for Targeted Hires and Spousal Hires to the Dean’s Office for review and submission to the Provost’s Office. The Office of the Provost will no longer be able to fund costly targeted or spousal hires at the Full or Distinguished Professor level.

More information on these programs can be found at [http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/recruitment-and-selection/](http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/recruitment-and-selection/). If approved, the Provost’s Office provides a percentage of funding for these hires.

Targeted Hires

Targeted Hiring faculty candidates generally will be identified outside the usual faculty search mechanism (use of EEO waivers). In special cases, a candidate may be identified through an on-going search; however in that situation a letter to the Executive Vice Chancellor and Provost should explain why the Targeted Hiring faculty candidate was not recommended to the appointing authority by the Search Committee.

To request a Targeted Hire, departments should submit the following paperwork to their Senior Associate Dean:

- Targeted Hire form ([http://provost.unc.edu/files/2012/10/Targeted-Hiring-Form-Revised-4-27-2010.pdf](http://provost.unc.edu/files/2012/10/Targeted-Hiring-Form-Revised-4-27-2010.pdf))
- Candidate’s Curriculum Vita
- Letter of support from the Department Chair to the SAD with:
  - an articulation of how the proposed hire will advance the educational and/or research missions of the department or school
  - an evaluation of the qualifications of the candidate
  - a statement explaining how the candidate was identified and recruited
  - the vote of the departmental or school full professors accounting for any negative votes or abstentions
- An additional letter (draft provided by Chair) from the Dean will be sent to the Executive Vice Chancellor and Provost supporting the Department Chair’s request.

The candidate must have been interviewed by the department and enjoy the support of the Dean, Department Chair and a preponderance of the departmental or school full professors.

The letter to the Executive Vice Chancellor and Provost should specify a tentative salary which would be used in the offer to the candidate. The letter should accompany the signed Memorandum of Understanding form.

Faculty Spousal and Partner Hires

To request a Spousal Hire, departments should submit the following paperwork to their Senior Associate Dean:
Letter of support from the Chair to the SAD addressing the following:

- a description of the market contexts in which the hiring of the recruited faculty appointee and accompanying academic spouse are to take place; indicate if waiver(s) of EEO requirements are to be used in the hiring.
- the academic purposes served by hiring the recruited faculty appointee and accompanying academic spouse;
- the source(s) of funds to be used by the hiring units to support their portions of the accompanying academic spouse’s salary and benefits.

- Spousal Hiring Memorandum of Understanding (form)
- Up-to-date curriculum vitae

Once all completed paperwork is received, the submission will be reviewed for accuracy, completeness and necessity prior to being discussed at the weekly SADs meeting and forwarded to the Provost’s Office as appropriate.


The appropriate approval process must take place prior to a campus visit of the candidate.

**Nepotism Policy**

Consistent with the principle that University employees and prospective employees shall be evaluated on the basis of individual merit, without reference to considerations of race, sex, religion, handicap, age, national origin, or any other factors not involving personal professional qualifications and performance, the following restrictions, designed to avoid the possibility of favoritism based on family relationship, shall be observed with respect to institutional personnel who are not subject to the State Personnel Act.

The complete policy can be read in the [UNC Policy Manual, 300.4.2](http://academicpersonnel.unc.edu/faculty-related-forms/eeo-forms-epa/).

**Sample Nepotism Letter**

A letter addressed to the EOC Office certifying the working relationship between the proposed employee and the other relative needs to be reviewed by the Dean’s Office who will forward it to the EOC Office for final approval.

**The following is suggested wording for the letter:**

This is to notify you that (name) who is being recommended for a (title) (re)appointment in the (unit name) effective (date) through (date) is the (relation) of (related employee). This appointment will not result in a relative supervising or having any influence over the other relative’s employment, salary administration or other related management, personnel considerations, or in any other violation of the subject policy on nepotism. (Name of proposed employee) is being supervised by (name, title).