

## Administrator Interview Protocol

1. When your unit is trying to assist the partner of a faculty member, what are the key challenges that emerge?
2. When another academic unit requests your assistance for the partner of a faculty member, what are the key challenges that emerge for your unit?
3. As you know, the primary purpose of dual career services is to recruit and retain faculty. Do you think there are things that we should be doing that we are not doing currently?
4. Preliminary results from our surveys indicate that for some partners there is disjuncture between what they expect and the extent to which we are actually able to help them. There is tension between engaging partners and the desire to be encouraging during the recruitment phase, and not wanting to create expectations we can't meet. What are your thoughts about, or suggestions for, achieving a balance between these two goals?
5. Could you share a success story that we may not be aware of centrally, in which a partner faced significant challenges, but was helped by dual career services?
6. Please describe a circumstance in which the couple was clearly dissatisfied with dual career services. Do you know why they were dissatisfied?
7. Do you anticipate future unit-level needs that are not currently addressed by dual career services?
8. How would you characterize awareness of dual career services among Area Heads/Department Chairs in your unit? Are you familiar with *UM Dual Career Program Roles, Responsibilities and Steps in the Process*? Is there more that can be done centrally to increase awareness of the DCP among administrators?
9. How would you characterize awareness of dual career services among faculty and their partners? What strategies do you use to provide information about dual career services to prospective faculty without asking about their families? Do you disseminate *A Guide for Prospective or New Faculty Members and their Partners*?
10. Do you have any other comments that you'd like to share with us about the Dual Career Program or its services?