

## Dual Career Policy

### 1.1. Preamble

The Dual Career Service is an important success factor in the (inter)national competition for outstanding researchers and a vital component of personnel recruitment and development.

Support for dual career couples is a cross-cutting issue and part of the overall strategy to promote the university's welcoming culture, research, equal opportunities and diversity as well as internationalization. Supporting dual career couples is to be understood as an overall task and a joint responsibility. The Rectorate, the Central University Administration, the faculties, institutes, departments and the university's Dual Career Service (DCS) as the operational contact partner are committed to supporting dual career couples, creating transparent processes and ensuring their implementation. Transparency and the principles of selecting the best candidates, equal opportunities and anti-discrimination are the guiding principles here.

The university supports the integration of dual career couples from Germany and abroad, both within and outside the university, by optimizing the framework conditions for living together and reconciling work and family life and by creating networking opportunities for all dual-career couples.

The Dual Career Service of the University of Freiburg takes into account the basic principles of the General Act on Equal Treatment (AGG).

Clear procedural rules increase the transparency and acceptance of the Dual Career Service's activities. This includes:

- in particular, close cooperation with the Office of Committees and Appointments (GB), which is responsible for managing appointments to professorships, tenure-track and junior professorships at the university,
- the development of a dual career concept with stakeholders within the university (Department of Equity, Diversity and Academic Personnel Development (GDaPE), GB, International Office (IO) etc.),
- guaranteeing a regular application process for second hires,
- realistic expectation management, i.e. binding agreements on the course of support and identification of opportunities and limits in dual career support.

In addition, all those responsible for recruiting at the university are informed comprehensively about the services and how the Dual Career Service works in order to make potential members of the target groups personally aware of the services in the run-up to recruitment and to create a good basis for their decision regarding employment at the university.

## 1. Definitions regarding dual careers

Dual career couples (DCC) are couples in which each person pursues an independent career.

The first hire is the person who receives a job offer at the University of Freiburg, the second hire is the person who is still to be integrated into the regional labour market.

Heteronormative as well as same-sex marriages and non-marital partnerships are included in the term dual career couples.

## 2. Our mission

The Dual Career Service at the University of Freiburg serves

- to increase the attractiveness of Freiburg as a centre of science and research,
- to recruit and retain outstanding researchers and high-ranking administrative, service and technical staff,
- as a diversity and equal opportunities instrument as part of our personnel policy,
- the compatibility of career and partnership/family,
- the promotion of a welcoming university culture, research, equal opportunities and anti-racism.

## 3. Target group

The Dual Career Service supports

- the partners of newly appointed and to-be-appointed professors (W3, W2, W1, tenure track professorships),
- in principle, the partners of administrative, service and technical staff in high-ranking management positions at the first (Rectorate) and second management levels (heads of departments and offices).
- the group leaders<sup>1</sup>, who are or will be established at the university.

Dual career services in the context of retention negotiations are generally excluded.

## 4. Dual Career Service in appointment and selection procedures

As part of the recruitment process, attention is drawn to the services of the Dual Career Service as follows:

### a. Job postings

Job postings for the positions described under no. 3 refer to the dual career support.

### b. Appointment procedures: Interview with the appointments committee

Persons invited to the candidate lecture will be briefly informed about the Dual Career Service during the interview with the appointments committee following the candidate lecture.

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<sup>1</sup> According to the definition for personnel surveys (as of 2021, part 1 no. 26), junior research group leaders - or group leaders - belong to the full-time academic or artistic staff at higher education institutions and are characterized by the fact that they conduct independent research and lead their own research group, have personnel and budget responsibility as well as access to the infrastructure and all necessary resources. Group leaders are selected in a competitive process and qualify for academic management positions, in particular for appointment to a professorship.

**c. Appointment procedure: Appointment offer**

The official appointment offer contains a passage on dual career support.

The Dual Career Service takes action only on the instructions of the Rectorate. In the appointment letter, the appointees are asked to address their dual-career requests as precisely as possible in the position paper. In the case of dual-career requests, the Office of Committees and Appointments establishes contact with the Dual Career Service. If required, the Dual Career Service is involved in the process at an early stage.

**d. Filling first and second-level management positions of administrative, service and technical staff**

The Dual Career Service acts on behalf of the University Council or the Rectorate when filling high-ranking first and second-level management positions of administrative, service and technical staff (in particular management positions in the Rectorate, administrative departments and offices).

**e. Recruitment of group leaders**

Department D3.2 – Human Resources Services for Employees – forwards the information regarding the employment commencement of a group leader to the Dual Career Service. The Dual Career Service contacts the group leaders independently.

## **5. Guidelines<sup>2</sup>**

The University of Freiburg also expressly welcomes applications from partners of dual career couples for open positions at the university that are submitted as part of a regular job posting procedure.

On request, the Dual Career Service can inform institutions or companies about the application with an accompanying letter and forward the application documents.

The following quality standards are important to ensure a high standard of the Dual Career Service at the university:

- Defined process flow (see in particular in the document on process modelling of the DCS “Prozessmodellierung DCS-Dual Career Service Kurzbeschreibung Prozessmodellierung für das Serviceangebot des Dual Career Service (DCS) im Rahmen von Berufungsverhandlungen”)
- Support of a regular application process (transparent and performance-orientated processes, principle of selecting the best candidates)
- Consideration of legal requirements (principle of selecting the best candidates, General Act on Equal Treatment (AGG), Staff Representation Act)
- Confidentiality and Reliability
- Guarantee of data protection

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<sup>2</sup> This paper is based on the quality criteria of the Dual Career Network Germany (DCND)

## **6. Scope of advisory services**

The Dual Career Service provides (culture- and diversity-sensitive) support, advising, guidance and orientation for

- the development of a job search strategy
- the development of a personal professional network
- the establishment of contacts with job providers in the region
- questions on application documents and profiling
- the preparation of job interviews
- intercultural communication issues
- cultural particularities in Germany

The Dual Career Service offers information

- on continuing education and qualification offers, scholarships and language courses,
- in cooperation with the university's Family Services on childcare and schools,
- on property and housing search,
- on leisure activities, clubs and other networks.

The Dual Career Service is only a support offer and provides dual career couples with guidance, knowledge and contacts.

## **7. Process description/Process flow**

See no. 4 and in the document on process modelling of the DCS "Prozessmodellierung DCS-Dual Career Service Kurzbeschreibung Prozessmodellierung für das Serviceangebot des Dual Career Service (DCS) im Rahmen von Berufungsverhandlungen".

## **8. Tasks of the dual career coordinator**

### Advising

- Advising for those seeking advice on how to present themselves on the labour market (including support in preparing application documents, preparing for job interviews and in the entire application process)
- Application portfolio check
- Planning on how to proceed, issuing a priority list with regard to vacancies

### Regular assessment of the current situation

- Regular contact on the initiative of those seeking advice (by email, telephone, zoom, optional further face-to-face meetings)

- Enquiries to job providers, if necessary, letters of support (in person, in writing, by email)
- Forwarding of application documents after consultation with the person seeking advice

#### Job search

- Job research (overview of current vacancies in the network and of potential job providers in the region as well as identification of potential future vacancies, e.g. in the network)

#### Guidance

- Concerns apart from the job search (questions about the region, childcare, finding accommodation, language courses, etc.)

#### Case documentation

- Meeting documentation: (written) coordination of the next steps/further procedure
- High-quality administration (database management)

#### Cooperation/communication with other sections

- Cooperation with other institutions and service centres at the university and in the region (GB, GDaPE, Welcome Service of the IO, Family Services, FRS-IGA, Equal Opportunity Office)

#### Networking and lobbying

- Networking/network development with the Dual Career Network Germany and the Dual Career Network Upper Rhine (including event conception/management)
- Lobbying and public relations within and outside the university (websites, flyers, etc.)
- Further development of dual career concepts

## **9. Quality management instruments in the Dual Career Service**

Evaluations of the Dual Career Service are based on

- the concept of the Dual Career Service
- the procedure with the involvement of the most important parties at the university (Rectorate, recruiting section, Human Resources Department)
- the documentation, reporting, needs analysis and monitoring
- ensuring a regulated process flow at the university
- continuous professionalization
- the advising of the dual career coordinator
- specific qualification programmes in the Dual Career Network Germany and individually,
- the development of a collegial advising system.

## **10. Limits of the Dual Career Service**

The Dual Career Service offers support services, it does not provide any job placements or childcare places. There is no guarantee for a successful job search.

The support and advising service is offered for a maximum of 12 months.

## **11. Employment of dual career partners in the same working group**

The University of Freiburg is committed to the principle of selecting the best candidates and guarantees this principle in its personnel selection processes. The intended recruitment of dual career partners within the same working group must be adequately reflected and comply with the principle of selecting the best candidates.