

The Provost's Office support for dual career actions may be approved for a standard term of 3 years, after which the department and college take on responsibility for the full salary.

Please submit this signed form to Faculty Affairs (facultyaffairs@vt.edu) along with any correspondence from the department (PDF copies of emails are acceptable) providing additional background and justification for the request.

Primary Faculty Member Name	_____
Primary Faculty Member Title	_____
Primary Faculty Member Department	_____
Primary Faculty Member Department Head <i>(for notification purposes)</i>	_____
Dual Career Hire Name	_____
Dual Career Hire Position	_____
Dual Career Hire Department	_____
Dual Career Hire Department Head	_____
Dual Career Position Salary (\$)	_____
Effective date of Dual Career Hire	_____

Approvals:

_____	_____
Dean signature (Primary Faculty's College)	Date
_____	_____
Dean signature (Dual Career Faculty's College, if different)	Date
_____	_____
Executive Vice President and Provost signature	Date

Please notify:

Matt Hammond, Assistant Director of Business Affairs
Office of the Executive Vice President and Provost
mahammon@vt.edu

of the outcome of this dual career offer so that any transfer of funds can be arranged in a timely manner.

FOR PROVOST OFFICE USE

Cost Share Amount (per yr)	_____
Cost Share Start Date	_____
Cost Share Term	_____