

Provost office support for dual career actions may be approved for a standard term of 3 years, after which the department and college take on responsible for the full salary.

Please submit this signed form along with and 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 \_\_\_\_\_

Dual Career Hire Name \_\_\_\_\_

Dual Career Hire Position \_\_\_\_\_

Dual Career Hire Department \_\_\_\_\_

Dual Career Position Salary (\$) \_\_\_\_\_

Effective date of Dual Career Hire \_\_\_\_\_

**Approvals:**

\_\_\_\_\_  
 Dean signature \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Executive Vice President and Provost signature \_\_\_\_\_  
 Date

**Please notify:**

Matt Hammond, Assistant Director of Business Affairs  
 Office of the Provost  
[mahammon@vt.edu](mailto: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 \_\_\_\_\_