

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 responsibility for the full salary.

Please submit this signed form 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 _____

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 (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 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 _____