



Guidelines of the Technische Universität Dresden for Supporting Dual Career Couples

1. Preamble

Dual Career Services play a strategically important role in recruiting highly qualified members of staff and are well-established internationally as a tried and tested method for attracting top-level researchers.

The Dual Career Service (hereafter abbreviated to DCS) of the Technische Universität Dresden assists dual career couples relocating to this region in finding a place where they can live and work together. In this way, it contributes to both making Dresden more attractive and to safeguarding its efficiency as a centre of science and business.

In keeping with the mission statement of TU Dresden, the work of the DCS also supports the desired goal of reconciling career and relationship/family.

2. Target Groups

Structurally, the DCS for newly appointed professors is part of the office of the representative for appointments.

The consultation and support services of the DCS are aimed at the partners of newly appointed professors at TU Dresden and at partners of jointly appointed professors of DRESDEN-concept associates at the levels of W1 junior professorships, W2 professorships and W3 professorships.

A reference to the DCS is made in the advertisements for the relevant scientific positions. The option of making use of the DCS is communicated clearly at an early stage of all appointment procedures.

The DCS will be informed and instructed about dual career needs as early as possible by the Rectorate, the representative for appointments, or by the recruiting Schools. In exceptional cases, the contact is made by the person seeking support.

3. Range of Services

It is the core task of the DCS at TU Dresden to support partners of newly appointed professors in their professional integration in Dresden. Essentially, the consultation and support services cover the following areas:

- Providing information on the regional employment market
- Providing support in developing a personal professional network
- Establishing contact with potential employers
- Advising on job application strategies and on continuing education opportunities

Moreover, the DCS is also available to answer individual questions on the following issues and, if required, will initiate contacts with the appropriate authorities:

- Looking for accommodation
- Childcare and schools
- Culture and leisure

4. General Principles and Limits of the DCS

As a rule, the DCS will provide support until the partner has been successfully hired, but for no longer than 18 months.

Under no circumstances can the DCS at TU Dresden guarantee securing places in childcare and/or specific jobs.

As a general principle, responsibility for finding a position, and all associated tasks are borne by the applicant. It is up to them to convince prospective employers of their qualities and skills.

TU Dresden expressly welcomes applications from dual career candidates, submitted within a regular selection procedure, for vacancies at the University. Along with the other applicants, these candidates will be invited for job interviews, assuming their applications are formally correct and they meet all qualification requirements.

If the candidate so wishes, the DCS will inform the recruiting Schools about the application in an accompanying letter and forward the application documents. In the event of a failure to be invited for an interview, the DCS asks applicants to consult the recruiting School.

Should both partners be employed at TU Dresden, then as a rule they are to be given tasks that avoid them being directly subordinate or superior to one another.

5. Commitment to Quality

In its work, the DCS follows the criteria for outstanding dual career work formulated by the Dual Career Network Germany. The following measures and instruments are used for constantly optimising and improving the DCS:

- Documenting all measures and processes
- Evaluating the work of the Dual Career Service by means of a standardised questionnaire
- Reporting to the Rectorate

6. Data Protection

Compliance with all data protection laws and confidentiality in consultation and support processes are guaranteed. Personal documents will only be passed on to third parties after a prior written declaration of consent and only in the context of the requested support service.

The Rectorate adopted the *Guidelines for Supporting Dual Career Couples* at the Technische Universität Dresden at its meeting on 19th August 2014.