

(New)
Appendix E

Library Faculty Position Review Form

The Unit Director, in consultation with the faculty in his/her unit, will initiate a review of any new lines or vacancies that occur as the result of retirement, resignation, termination, or reassignment and will use this form to prepare a written recommendation to the University Librarian.

1. A recommendation where the line is to be assigned (indicating current budget account number and position number) and a brief description of the major responsibilities of the proposed position.

2. Rationale (how the position supports the Libraries Strategic Plan, how it fits into existing expertises in the unit and on the campus, and how it fits the campus library's long range recruitment plans).

3. Attach an organization chart for the unit and the department.

Recommended by: _____

Date: _____

After reviewing the recommendation, the University Librarian will consult with the Faculty Coordinator as outlined in the Procedures for Filling Open or Newly Created Library Faculty Positions.