Writing job descriptions/postings for library faculty and non-classified positions: procedures and responsibilities

- Writer of initial draft (e.g., Division Director, Department Head, or designee)
  - Writes position description including the following:
    - Unit description
    - Duties
    - Required qualifications
    - Preferred qualifications
  - Proposes hire date.
  - Discusses initial draft with CHA.
- Proposes places to advertise:
  - Campus (automatic) - UA Human Resources and Equal Opportunity and Compliance
  - Other campus departments: ________________________________
  - Local newspapers:
    - Arkansas Democrat-Gazette
      - □ Northwest Arkansas  □ Statewide
    - Other: ________________________________
  - Web sites:
    - ACRL Residency Interest Group
    - ARL (Association of Research Libraries) Jobline (pay as non-member)
    - Arkansas Library Association Jobline
    - The Chronicle of Higher Education
    - GWLA (Greater Western Library Alliance) Jobline
    - Knowledge River at the University of Arizona (Hispanic and American Indian Library and Information Issues)
    - LibGig Job Board
    - LITA (Library Information Technology Association) Jobline
    - SLA (Special Libraries Association) Career Center
    - Other: ________________________________
- Discussion lists:
  - Academic Personnel Officers
  - African American Male Librarian Association (AAMLA)
  - American Indian Library Association
  - ARKLIB-L@ARLIB.ORG
  - ARCU-L@LISTSERV.UARK.EDU
  - Asian/Pacific Islanders American Library Association
  - BCALA@LISTSERV.KENT.EDU (Black Caucus of the ALA)
  - BLACK-IP@LISTSERV.TEMPLE.EDU
  - Chinese American Library Association
  - COLLDV-L@usc.edu (Collection Development)
  - DIG REFER@LISTSERV.SYR.EDU
  - Innovative Users Group
  - LIBREF-L@LISTSERV.KENT.EDU
  - LLAMA Diversity Discussion List (diversity-l@ala.org)
  - REFORMA (The National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking)
  - Other: ________________________________
- ARL Libraries
- HBCU (Historically Black Colleges and Universities) Libraries
- HSI (Hispanic Serving Institutions) Libraries
- Library Schools
- Other: ________________________________
Writer of initial draft (cont.)

- Proposes members of search committee:
  ______________________, Chair
  ______________________
  ______________________
  ______________________

CHA/JRY: Determine salary range.

Library Human Resources Office:
- Confirms position title, rank, and PSB #.
- Reviews draft text of position description, adds required affirmative action language, adds local description, and adds University description.
- Proposes start date for review of applications.
- Revises description for paid advertisements.
- Gives standard letter regarding membership on search committee to Dean to review; rewrites and edits; distributes letter after Dean signs.
- Submits revised draft of description to Admin Group to review and finalize.
- Submits final description, proposed advertisements, and Recruitment Plan to Equal Opportunity and Compliance for approval

Search committee:
- Suggests other places to advertise.
- Reviews draft text of position description and recommends changes.
- Actively recruits and seeks nominations for potential applicants.

03/10/2012