

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 start date for review of applications.
 - Proposes hire date.
 - Discusses initial draft with CHA .
 - Proposes places to advertise:
 - Campus (automatic) - Office of Affirmative Action and UA Human Resources
 - Other campus departments:
 - _____
 - _____
 - _____
 - Local newspapers:
 - Arkansas Democrat-Gazette*
 - Northwest Arkansas edition
 - Statewide edition
 - Academic Journals:

	Paper	Online
<input type="checkbox"/> <i>Chronicle of Higher Education</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <i>American Libraries</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <i>College & Research Libraries News</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other:		
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
 - Web sites:
 - GWLA (Greater Western Library Alliance) Jobline
 - ARL (Association of Research Libraries) Jobline (pay as non-member)
 - LITA (Library Information Technology Association) Jobline
 - Arkansas Library Association Jobline
 - Discussion Lists:
 - American Indian Library Association
 - Asian/Pacific American Library Association
 - ARKLIB-L@ARLIB.ORG
 - ARCULI-L@LISTSERV.UARK.EDU
 - 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_REF@LISTSERV.SYR.EDU
 - IAUTL-L@iautl.org (International Association of Univ. Technological Libraries)
 - LIBREF-L@LISTSERV.KENT.EDU
 - Other discussion lists:
 - _____
 - _____
 - ARL Libraries
 - Library Schools
 - Other: _____
 - _____
 - _____

- Writer of initial draft (cont.)
 - Proposes members of search committee (The need for and use of search committees for non-classified positions will be determined individually for each opening.):
 - _____ , Chair
 - _____
 - _____
 - _____
 - Edits and supplies additional text to standard letter to search committee members to request participation; signs letters.
- CHA/JRY: Determine salary range.
- Library Human Resources Office:
 - Determines/confirms position title/grade/rank and PSB #.
 - Reviews draft text of position description, adds required affirmative action language, adds local description, and adds University description.
 - Rewrites description for paid advertisements.
 - Gives standard letter regarding membership on search committee to Division Director to review; rewrites and edits; distributes letter after Division Director signs.
 - Submits revised draft to CHA/JRY to review and finalize.
 - Submits final description, proposed advertisements, and Recruitment Plan to OFAA for approval
- Search committee: Suggests other places to advertise.

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 rev 4/2/04
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