

# University Library Position Request Template

Requests including this form and a draft job description should be sent to EC (ec@library.illinois.edu) or the current Secretary of EC, with Susan Breakenridge copied on the email (susanb3@illinois.edu).

\*\*\*All questions are required\*\*\*

1. Proposed Title (please also attach a draft job description):
2. Is this a new position or a revision of an existing position?
3. Proposing Division, Unit, Group or Individual:
4. Administrative reporting structure:
5. Proposed rank (List all that apply): Assistant Professor, Associate Professor, Professor, AP.
6. Please indicate if this is a long or short-term need:
  0. If short-term please indicate expected duration of the need:
7. Percentage appointment (e.g. 100%, 50%, etc.):
8. Potential sources of funding for position (if another source besides state funds; if none, indicate state funds):
9. Could this position be successfully filled through an internal search, and if yes, why?
10. Recommended time frame for filling the position:
11. Position Need & Rationale: explain how this position contributes to the Library's mission, strategic framework, and the needs of the Unit, in addition to campus, and/or other broader initiatives or programs.