

**REQUEST TO RECRUIT  
Library Continuing Appointment**

**Position**

Department:	College/School:
Proposed Title:	Salary Range:
Anticipated Start Date:	

**Funding Source**

Position Replaces:	Title:
Account Number:	Position Number: FTE:
Base Dollars Presently in Position:	If additional funds are necessary, they will be transferred from: Account Number _____ Position Number _____

**Underutilization**

Has this position been identified as underrepresented? (See UH Affirmative Action Plan) Yes _____ No _____ If YES, check appropriate category below.	
Male _____	Female _____
White _____	African American _____
Asian Pacific Islander _____	Hispanic _____
	American Indian/Alaskan Native _____

**Proposed Search Committee Members**

Name	Name

**Send Application to**

Name	Address

**Application Deadline**

A minimum of 30 days is required between approval of this form by the Provost and start of the review process.

**Type of Search Anticipated**

Labor Market:	National _____	State _____	Local _____
Please justify if not a national search:			

**Proposed Methods of Advertisement**

Attach text of advertisement.

Indicate special efforts planned to identify female and minority applicants.
Publications and organizations to be contacted:

**Justification for Hire**

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**Approvals**

Chair/ Director	Date	Administrator	Date
Dean	Date		
Executive Director of Affirmative Action	Date		
Provost	Date		

**Notes**

<p>A. Return of this form to the Dean’s Office, signed by the Provost, is your authorization to begin recruitment.</p> <p>B. The department’s Affirmative Action Liaison must mail an Affirmative Action self identification form to all applicants for identification of race and gender. <b>While furnishing this information by applicants is optional, the forms must be mailed to all applicants.</b></p>
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