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**FACULTY/LIBRARIAN AD REQUEST FORM**

Date: \_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title/Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit the following attachments:

1. An electronic copy of the advertisement.

2. A list of the publications/journals/online placements sites where you wish to advertise the vacancy announcement and length of time to advertise the announcement. Please see attached Advertisement Request Excel Spreadsheet.

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1. A description of search committee plans to ensure a diverse candidate pool.

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 (Signed) Chairperson, Search Committee Date