

**Librarian Hiring Justification Form  
For Academic Year: 2017-2018**

(Please complete one form for each position requested.  
(Updated September 2016))

<b>Initiator:</b>		<b>Campus:</b>	
<b>Position:</b>		<b>Date:</b>	
Number of months for this position: ___ 10 months ___ 12 months			
<b>Criteria</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
<b>Library Service Hours: How many hours of service were/are offered?</b>			
<b>How many hours were/are staffed?</b>			
<b>Number of Full Time Librarians</b>			
<b>Number of Temporary Librarians</b>			
<b>Number of Part Time Librarians</b>			
<b>Full Time Equivalents (FTE) for this campus</b>			

In addition to completing the data table above, please provide justification as why this position is requested. Also, please provide information that would address the following:

1. Has lack of full time Librarian caused instructional support service concerns? Please identify.
2. List responsibilities unique to this instructional support service.
3. Are full time Librarian(s) required for college or program accreditation? Explain and include supporting documentation and data.
4. Please provide data justifications (ie: enrollment projections, Institutional Research Reports/data) to support growth in actual or projected demand for this institutional support service.

In addition to completing the data table above, please provide information that would address any:

- Accreditation, licensing, certification requirements in the discipline
- Unusual circumstances in the discipline such as a long term illness of a current faculty member

- Other disciplines that could be impacted by not having an additional faculty member
- Items that the College should consider in relation to the discipline when setting the hiring priorities

J Jeffcoat Hiring : Librarian Faculty Hiring Justification Form  
Updated 10-30-06 by B. Thompson  
Approved by College Council: 10-29-09