


To: Provost and Executive Vice President for Academic Affairs Search Committee

From: Garnett S. Stokes, President 

Date: October 22, 2018

Re: Committee Charge

CC: Dr. Barbara McCrady, Search Committee Chair

Thank you for agreeing to serve as a member of the search committee for the University of New Mexico Provost and Executive Vice President for Academic Affairs. The membership is charged with recruiting, evaluating and referring candidates who are exceptionally talented and diverse. The committee should advertise widely and initiate extensive outreach that includes access to areas conducive to generating a diverse pool of strong leaders from varied backgrounds. I request the committee recommend four unranked, bona fide candidates who would be acceptable to consider for an on-campus interview.

This committee was constituted to represent the comprehensive experience and knowledge necessary to identify and recruit highly qualified candidates for the position of UNM Provost and Executive Vice President of Academic Affairs. Each of you should understand the significance of this task and your acceptance to serve commits you to active participation.

It is crucial that all deliberations be conducted in absolute confidence and all external inquiries be directed to the search committee chair, Dr. Barbara McCrady.

Search committee tasks include:

- Full participation in the search process
- Recruitment of diverse and highly qualified candidates
- Screen candidates for minimum and preferred qualifications in a fair and consistent method
- Assist with interview procedures and reference checks
- Participate in discussions and recommendations based on interview performance and application materials
- Protect confidentiality of candidates and the decision-making process
- Maintain communication with the committee chair and coordinator
- Maintain appropriate documentation of screening and disposition of candidates
- Present a list of four unranked, qualified candidates for consideration
- Participate in the on campus interview process
- Following campus visits by finalists, meet with the President to provide assessments of candidates

Thank you for your diligent and conscientious work to make this vital search a success.