**New Mexico Highlands University**

**Faculty Search and Screen Committee**

**Membership Reporting Form**

**The completed form must be attached to the Personnel Action Form (PA-1) and the job description. Upon receiving the complete packet, the Office of Human Resources will contact the Provost/VPAA and the Committee Chair to schedule a meeting to issue the Charge to the Committee.**

**Position Title:**

**Department:**

**Hiring Authority: Provost and Vice President for Academic Affairs**

**Committee Chair: (Chair of committee should not be the Department Chair.)**

**Other Faculty Member(s): (Committee should include diverse membership by rank, position, gender, and ethnicity.)**

 **In Discipline(s):**

**Outside Discipline(s):**

**Student Member(s) (Optional):**

**Staff Member(s) (Optional):**

**Other Member (Optional): Representing:**

**APPROVALS:**

**Department Chair Date College/School Dean Date**

 **Provost/VPAA Date**

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**Committee Charge:**

**Date:**

**Time:**

**Location:**