

University of North Carolina Chancellor Search Process



THE UNIVERSITY *of* NORTH CAROLINA
GREENSBORO

University of North Carolina Chancellor Search Process

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THE CODE OF THE BOARD OF GOVERNORS OF THE UNIVERSITY OF NORTH CAROLINA

100.1

Appendix I - DELEGATIONS OF DUTY AND AUTHORITY TO BOARDS OF TRUSTEES

Pursuant to authority vested in it by the General Statutes, and consistent with the provisions of *The Code of the University of North Carolina*, the Board of Governors hereby delegates to the boards of trustees of the constituent institutions of the University of North Carolina the following duties and powers:

THE CODE OF THE BOARD OF GOVERNORS OF THE UNIVERSITY OF NORTH CAROLINA

I. ACADEMIC AND ADMINISTRATIVE PERSONNEL

D. Chancellor Selection

In the event of a vacancy in the chancellorship, the board of trustees shall establish, in consultation with the president, a search committee composed of representatives of the board of trustees, the faculty, the student body, staff, the alumni, and such other representatives of campus constituencies as may be appropriate. Upon the establishment of the search committee, the chair of the board of trustees, in consultation with the president, shall establish a budget and identify staff for the committee.

The search committee, through the chair of the board of trustees, shall make a preliminary report to the president when the committee is preparing a schedule of initial interviews. At the completion of the campus interview process, the search committee shall recommend a slate of three candidates to the trustees for consideration.

The board of trustees, following receipt of the report of the search committee, shall recommend at least three names for consideration by the president in designating a nominee for the chancellorship, for approval by the Board of Governors.

THE CODE OF THE BOARD OF GOVERNORS OF THE UNIVERSITY OF NORTH CAROLINA

300.1.1

SENIOR ACADEMIC AND ADMINISTRATIVE OFFICERS

II. Senior Academic and Administrative Officers of the University of North Carolina as Defined in Section I.A. above, Shall Be Subject to the Following Regulations.

4. Appointment of Chancellors

- a. The appointment of chancellors shall be made by the Board of Governors upon the recommendation of the President, in accordance with N.C.G.S §116-11(4).

What that means

- The Chancellor Search Committee is appointed by the Board of Trustees
- The Chancellor Search committee functions as a special committee of the BOT, subject to the rules of the BOT, including the Open Meetings and notice requirements

Open Meetings

- The Chancellor Search Committee is a public body subject to the Open Meetings Act. It must:
 - Give notice of meetings
 - Allow the public to attend
 - Keep minutes
 - Meet in open session unless an exception applies

Open Meetings

Exception

- G.S. 143-318.11(a)(6): To consider the qualifications, competence...character, fitness, ... or conditions of initial employment of ***an individual*** ... prospective public officer or employee... .”
- Review of applications, narrowing the pool, interviewing applicants, and deciding whom to recommend may be done in closed session.

Public Records

- All records (paper, electronic, or other forms) made or received in connection with the search will be public records.
- This includes e-mails among committee members.
- Unless records are covered by an exception, the public has access to them.

Public Records

Exception

- G.S. 126-22 provides that “personnel files” are not subject to the public records law.
- ““ Personnel file” means any employment-related or personal information gathered by an employer...”
- “Employment-related information contained in a personnel file includes information related to an individual’s application, selection...”

Confidential or Open Search

- Each campus makes its own decision regarding whether a search will be confidential, open, or a combination.
- All searches should be confidential in the early stages in order to assure that strong candidates can consider the position without putting their current positions at risk.
- The last chancellor search at UNC Wilmington was confidential.
- If the decision is to announce the names of finalists, applicants should be told from the beginning of the search that the Committee has decided to publicly announce the finalists.
- At the appropriate time, applicants will be asked for their consent to release their names as finalists.

Confidential or Open Search

- Confidentiality also refers to the deliberations of the search committee
 - The search committee must be able to discuss candidates with complete candor
 - “Vegas” rules: What happens in the search committee stays in the search committee
 - Confidentiality doesn’t end with the search ---it lasts forever
- We recommend that search committees require committee members and staff to sign a confidentiality agreement

Search Committee

- A search committee composed of representatives of the board of trustees, the faculty, the student body, staff, the alumni, and such other representatives of campus constituencies as may be appropriate.

Search Committee

Examples of search committee composition for recent chancellor searches

	Average	UNCW	WSSU	UNCA	ECSU	ASU
Trustees	5	6	7	6	3	6
Faculty*	4	5	2	5	4	6
Staff	1	1	1	1	1	2
Students	2	1	1	2	1	1
Community	3	2	6	2	5	2
Administrators	1	0	1	1	0	2
Alumni	2	3	1	2	6	1
Foundation	1	1	1	1	2	1
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	18-19	16	20	20	22	21

* Faculty may include Academic Department Administrators (Deans, Chairs)

Average is for all searches in last 5 years

Search Firms

- Typically, the BOT engages an executive search firm to assist with the search
- The role of the search firm is to
 - Recruit candidates
 - Screen candidates
 - Coordinate interview logistics
 - Process candidate expenses
 - Conduct initial referencing, background checks, etc.

Timetable

DRAFT UNC Greensboro Chancellor Search Committee Time Table

	2014			2015						
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Chancellor Brady Announces Plan to Retire	X									
BOT Appoints Search Committee		X								
BOT issues Search Firm RFP		X								
Search Committee Organizational Meeting			X							
Search Consultant Selected			X							
Hold Constituent Forums				X						
Invite Applications/ Nominations, Advertising				X	X					
Begin Screening Applicants/Nominees					X					
Narrow Down to 8 - 12 1 st Round Candidates					X					
Interview 1 st Round Candidates						X				
Select 4-6 Semi-Finalists						X				
Reference Checks on Semi-Finalists						X				
Interview Semi-Finalists						X	X			
Committee Recommends 3 Finalists to BOT							X			
BOT Recommends 3 Finalists to Pres. Ross							X			
President Ross Interviews 3 Finalists							X	X		
Pres. Ross Recommends Chancellor to BOG								X		
New Chancellor Begins Work										X



Questions???