

CHANCELLOR SEARCH PROCESS OVERVIEW FOR THE SEARCH ADVISORY COMMITTEE



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Agenda

- Search Process Overview
- Search Process Governance
- Related Legal Requirements
- Stakeholder Input
- Questions

SEARCH PROCESS OVERVIEW

PROPOSED TIMELINE

Activity	Timeline
Search Advisory Committee Kickoff Meeting	March 21, 2024
Stakeholder Input – Survey and Listening Forums	March-April 2024
Search Firm Engaged	April 2024
Search Advisory Committee Meeting with Search Firm	April 16, 2024
Develop Leadership Profile	May-June 2024
Candidate Nominations and Sourcing	June-July 2024
Candidate Screening and Interviews	August-September 2024
Finalists Selection (Committee/UNC-CH BOT)	September-October 2024
Finalists Interviews and Nominee Selection (UNC System President)	October-November 2024
President Nomination and UNC Board of Governors Election	November-December 2024

Timeline subject to change after search firm is engaged; refined timeline will be presented by search firm at the committee's next meeting

CHANCELLOR SEARCH WEBSITE



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THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

COMMITTEE MEMBERS SEARCH PROCESS

CHANCELLOR SEARCH

University of North Carolina System President Peter Hans on Feb. 12 [announced the formation of the 13-member committee](#) that will search for the next chancellor of the University of North Carolina at Chapel Hill.

Dr. Cristy Page, executive dean of the UNC School of Medicine and chief academic officer of UNC Health, will chair the search advisory committee. She is also a tenured professor in the department of family medicine.

"A dean, faculty member and three-time Tar Heel graduate, Dr. Page brings a unique perspective to her leadership of this distinguished group," Hans said. "I'm confident our nation's first public university will draw a field of excellent candidates. As a proud alumnus, I am eager to get to work with a committee that represents Carolina's vibrant and diverse campus community."

SEARCH PROCESS GOVERNANCE

Role of the Search Advisory Committee

“It is essential that the members of the search advisory committee see themselves and function not as representatives of particular special interest groups, but as **members of a team dedicated to a single objective**: the identification and recommendation of the strongest possible candidates for the chancellorship of the institution.”

UNC Policy Manual 200.8.II.D.8



Governance

- In selecting a new chancellor, **State law** requires:
 1. Board of trustees recommend finalists to the president
 2. President submits nominee to the UNC Board of Governors
 3. UNC Board of Governors elects the chancellor and approves compensation (G.S. 116-11(4))
- Other aspects of the chancellor search process are governed by UNC Policy. (UNC Policy 200.8; 300.1.1.II.A.5)



Governance (cont'd)

- Within the UNC System, chancellors report directly to the president (G.S. 116-34) and the president is held accountable by the Board of Governors for the performance of chancellors.
- To ensure alignment between authority and accountability, the president has the primary responsibility for ensuring there is a **thorough and reliable process** that reflects the needs of the institution, the System, and the state, resulting in a pool of exceptionally qualified candidates, and culminates in the election of the chancellor by the Board of Governors. (UNC Policy 200.8.1)
- Other constituencies including the Board of Trustees, the Board of Governors, and the Search Advisory Committee perform distinct roles and functions in the chancellor search process.



UNC POLICY 200.8

- **Sets out roles** of the board of trustees, the chancellor search advisory committee, the president, and the Board of Governors.
- Establishes **parameters** that the search process must follow.
- Provides that qualified System Office staff will offer administrative and logistical **support and training** to the chair and search advisory committee.
- Sets forth the nomination and election **process**.

UNC POLICY 200.8- Search Advisory Committee



- The president in consultation with the chair of the board of trustees shall appoint a **search advisory committee** (SAC) that consists of no more than 13 voting members.
- The members of the search advisory committee shall consist of individuals **knowledgeable** of the duties and responsibilities of the chancellor position and **broadly representative** of the interest of students, faculty, staff, administrators, alumni, and the UNC System.

UNC Policy 200.8.II.D



Search Advisory Committee (cont'd)

In addition to representatives of the board of trustees, the faculty, the student body, the staff, and the alumni, the **SAC voting membership must include:**

- a **sitting or retired chancellor** from another UNC System university with 24 months or more experience serving as a permanent chancellor.
- as ***ex officio*, 3 voting members** are the president (or their designee), the Chair of the Board of Governors (or their designee), and a member of the Board of Governors designated by the Committee on University Governance to serve as the liaison to the constituent institution.

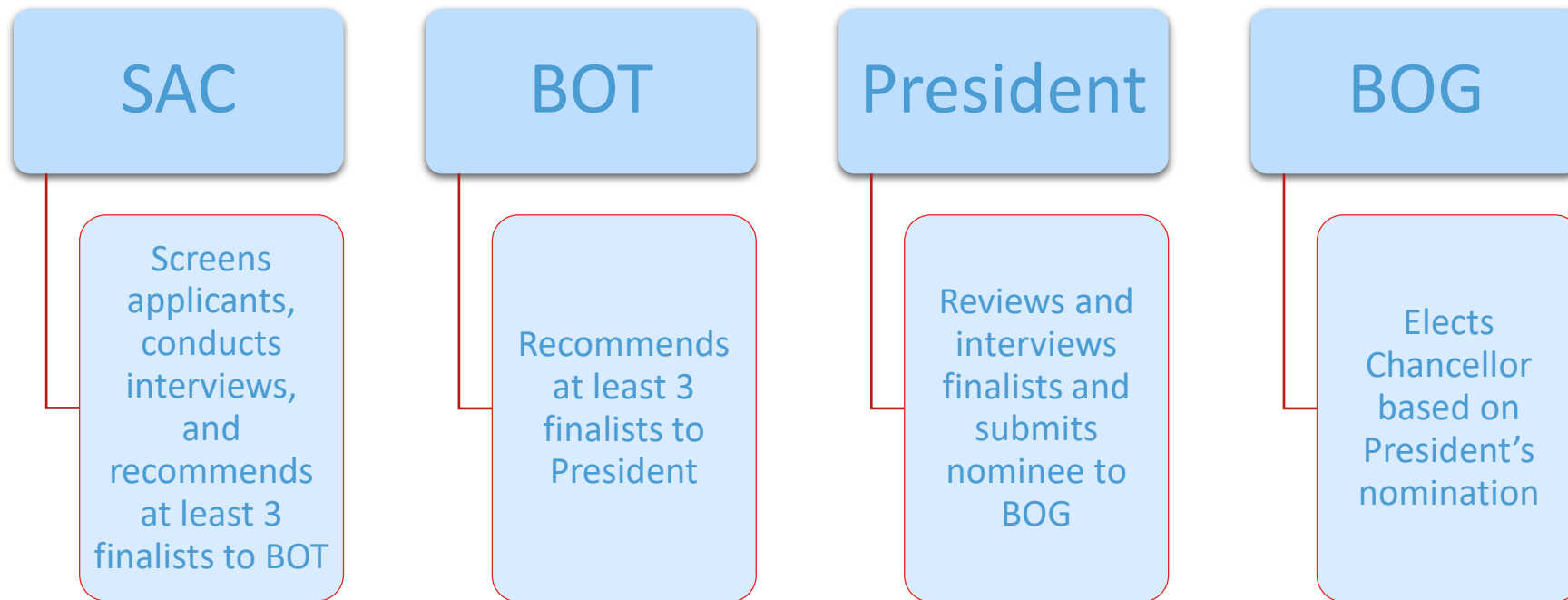


Engagement of Key Stakeholders

- The SAC Chair shall ensure that the search process **engages a broad cross-section of stakeholders** to obtain well-rounded input on the leadership statement and candidates. At the discretion of the SAC chair, such engagement could involve students, faculty, staff, alumni, community members, and other stakeholders familiar with the needs of the institution, region, and state.
- The SAC chair is **encouraged to engage selected members of the Board of Governors** who may live within proximity to the institution or otherwise have a particular interest in or knowledge of the institution and its mission to attend constituent forums, candidate receptions, or other events at which candidates are present.
- To ensure compliance with state law, all individuals provided the opportunity to meet with chancellor candidates on campus will be expected to sign **confidentiality agreements** equivalent to that signed by members of the search advisory committee.



PROCESS SUMMARY



RELATED LEGAL REQUIREMENTS



RELATED LEGAL REQUIREMENTS

- The search advisory committee functions as a **public body** and is subject to university policy and federal and state laws governing:
 - **Compelled Speech**
 - **Equal Employment Opportunity**
 - **Candidate Eligibility**
 - **Open Meetings**
 - **Public Records**
 - **Confidentiality of Personnel Records**

UNC Policy 300.5.1.II.A.5, Prohibition on Compelling Speech

- **The University shall neither ask nor require an employee or applicant for employment to affirmatively ascribe to or opine about beliefs, affiliations, ideals, or principles regarding matters of contemporary political debate or social action as a condition to employment.**
- Prohibited: statements of commitment to particular views on matters of contemporary political debate or social action.

See also G.S. 126-14.5

Federal and State Law Prohibit Discriminatory Hiring Practices

Equal employment opportunity (EEO) is a fundamental principle of the UNC System and is required by state and federal law.

“All State agencies, departments, and institutions and all local political subdivisions of North Carolina shall give **equal opportunity** for employment and compensation, **without regard to** race, religion, color, national origin, sex, age, disability, or genetic information to all persons otherwise qualified.”

G.S. 126-16; see also *The Code* of the University, Section 103



EQUAL EMPLOYMENT OPPORTUNITY

- UNC is subject to **state and federal EEO laws and regulations** throughout the entire search:
 - Job posting/leadership profile
 - Sourcing/advertising strategy
 - Initial applicant screening
 - Interviewing and communicating with candidates
 - Evaluating candidates
- Search consultant and General Counsel will provide guidance on these matters for all SAC members.



CANDIDATE ELGIBILITY

- To avoid actual or potential conflicts of interest, no presently serving member of the Board of Governors or a Board of Trustees shall be eligible to be considered for the position of Chancellor unless they first resign their position on said body.

UNC Policy 200.8.III.D.



PUBLIC RECORDS

- All records (**paper, electronic, or other forms**) made or received in connection with the search – i.e., “the transaction of public business” – will be **public records**, including e-mails or text messages among committee members.
- Unless records are covered by an exception (e.g., personnel files), the public has a right to inspect and copy them.
- Committee members should refer any **public records requests** to the search committee chair and campus legal counsel.
- The System Office will maintain all records of the search.

See G.S. Chapter 132



PUBLIC RECORDS EXCEPTION

- G.S. 126-22 provides that “***personnel files***” are **not** subject to inspection under 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...”
- This protection also extends to an “applicant for State employment.”



OPEN MEETINGS

- The chancellor search advisory committee is a “public body” subject to the **Open Meetings Act**.
- As such, the committee must:
 - give **public notice** of the time and place of meetings,
 - allow the public to attend open session portions of meetings,
 - enter into **closed session** only for permissible purposes, and
 - keep full and accurate meeting minutes.

See G.S. Chapter 143, Article 33C



CLOSED SESSIONS

- G.S. 143-318.11(a) provides two relevant purposes for closed session:
 - (1) “To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States...”
 - (6) “To consider the qualifications, competence... character, fitness, conditions of appointment, or conditions of initial employment of...[a] prospective public officer or employee.”
Reviewing applications, narrowing the pool, interviewing applicants, and deciding on finalists will be done in closed sessions
- **Reviewing applications, narrowing the pool, interviewing applicants, and deciding on finalists will be done in closed sessions**
- All meetings must start in open session, even if most of the business must be conducted in closed session.



CONFIDENTIALITY

- Under NC law, **applicant information is confidential and any discussions or deliberations about applicants in closed session must remain confidential.**
- UNC Policy also provides that candidates' identities will be kept confidential **throughout the search process.**
- The committee must be able to discuss candidates with complete candor therefore, what happens in closed session stays in closed session.
- **Confidentiality** does NOT end when the search is complete; it **lasts forever.**
- Each search advisory committee member and stakeholder involved will be asked to sign a confidentiality agreement.
- An intentional breach will result in removal from the committee and potential criminal charges. (G.S. 126-27)

Confidential Searches and Confidentiality continued

- State law: searches for **chancellors of the UNC System shall be conducted as “confidential searches,”** (the identity of candidates, semi-finalists, or finalists shall not be disclosed to the general public).
- Intended to maximize the quality of the candidate pool (some may not apply in the event of a publicly disclosed candidate pool).
- **Any individual involved in the search process**, including but not limited to members of the Board of Governors, the search advisory committee, the board of trustees, and staff, shall keep confidential all search-related records and information that are required to be kept confidential.
- Confidential information includes, but is not limited to, personnel records and information of candidates, attorney-client communications, and closed session deliberations and information.

See G.S. Chapter 126, Article 7, G.S. 126-22 et seq.



OPEN ASPECTS OF SEARCH

- Search process
- Search timeline
- Community and stakeholder input on the search
- Leadership statement, job description, and advertisement
- Advertising and sourcing
- Records of any business related to the search process that does not identify individual candidates



CLOSED ASPECTS OF SEARCH

- Any discussions in closed session, including candidate interviews
- Any personally identifying information about candidates
- All candidate materials
- Notes, texts, emails about candidates

STAKEHOLDER INPUT

SURVEY OVERVIEW

Quantitative:

Three questions where respondents are asked to select from a list of options:

1. Top five strengths or “points of pride”
2. Top five opportunities
3. Top five leadership characteristics and qualifications of the next chancellor

Qualitative:

Three questions for respondents to offer open-ended comments:

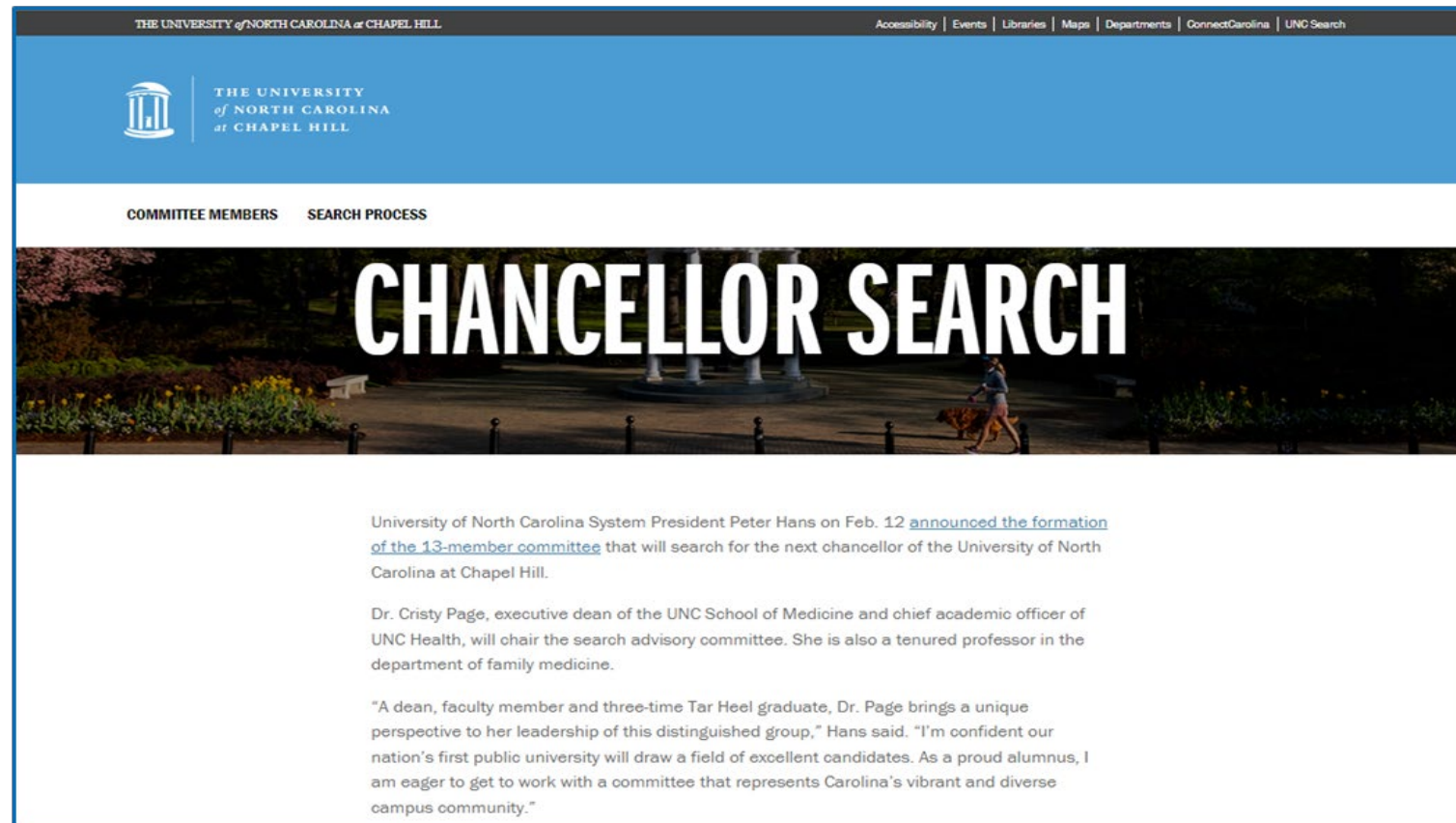
1. Leadership style of next chancellor
2. Top priorities during next 2-5 years
3. Other considerations the committee should prioritize

STAKEHOLDER LISTENING SESSIONS



Date	Time	Stakeholder Group	Location	Forum Host
Apr 1	2:00-3:30pm	UNC-CH Student Government	Pleasants Family Assembly Room at UNC Wilson Library	Christopher Everett
Apr 2	5:30-7:00pm	Graduate and Professional Student Government	GPSG Senate Mtg, 1001 Kerr Hall	Lauren Hawkinson
Apr 20	9:00-11:30am	Carolina Alumni Association	Rizzo Conference Center	Veronica Mora Flaspoebler
Apr 29	3:45-4:15pm	Faculty Council	1001 Kerr Hall	Beth Moracco/Jill Moore
Jun 5	9:00-11:30am	Employee Forum Full Body Meeting	Rm 2603, School of Government	Katie Musgrove

CHANCELLOR SEARCH WEBSITE

A screenshot of the Chancellor Search Website. The page has a blue header with the university logo and name on the left, and navigation links (Accessibility, Events, Libraries, Maps, Departments, ConnectCarolina, UNC Search) on the right. Below the header is a white navigation bar with 'COMMITTEE MEMBERS' and 'SEARCH PROCESS'. The main content area features a large banner image of a campus scene with the text 'CHANCELLOR SEARCH' in large white letters. Below the banner, there is a paragraph of text starting with 'University of North Carolina System President Peter Hans on Feb. 12 announced the formation of the 13-member committee...' followed by a paragraph about Dr. Cristy Page and a quote from Peter Hans.

Listening Sessions and Online Survey to be posted on the UNC-CH Chancellor Search Website: <https://chancellorsearch.unc.edu/>

QUESTIONS?

THANK YOU



THE UNIVERSITY
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