



SEARCH PROCESS

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UNC TV General Manager Search Process

- Open Meetings/Public Records
- UNC System Office Support
- Search Firm
- EEO
- Questions

SEARCH PROCESS

- The Search Committee is subject to Open Meetings and notice requirements along with any relevant UNCTV rules.
- The final decision to appoint the General Manager rests with the Board of Governors, at the recommendation of the President

OPEN MEETINGS

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

OPEN MEETINGS, continued

- G.S. 143-318.11(a) provides two relevant exceptions:
 - (1) “To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States...”
 - Article 7 of Chapter 126 of the General Statutes protects applicant information from disclosure
 - (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

TOPICS THAT MUST BE DISCUSSED IN OPEN SESSION

- Development of procedures
- Development of job description or advertisement
- Decisions on interview questions
- Basically, anything that has to do with the search process that does not identify individual candidates

PUBLIC RECORDS

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

PUBLIC RECORDS, continued

- 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...”

CONFIDENTIALITY

- Confidentiality refers to the deliberations of the Search Committee
 - The Committee must be able to discuss candidates with complete candor
 - What happens in the Search Committee stays in the Search Committee
 - Confidentiality does NOT end when the search is complete—it lasts forever
 - Each Search Committee member will be asked to sign a Confidentiality Agreement

UNC System Office Support

UNC System Office provides support for this search

- Designated staff member supports the Search process
- Attends meetings as a resource
- Provides knowledge of policies and procedures
- Provides regular updates on status of the search to the President and Board of Governors
- Designee for UNCTV Search
 - Lynn Duffy: lsduffy@northcarolina.edu

KEY DOCUMENTS

The Code and Policy Manual of the Board of Governors

Relevant code is mainly contained in 1200.1.1

Bylaws of the University of North Carolina Center for Public Television

B. Chief Administrative Officer

1. The chief administrative officer of the Center shall be the director, who shall be elected by the Board of Governors upon recommendation of the President and who shall be responsible to the President. [N.C.G.S. § 116-37.1(c)]

Reference:

<https://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=306>

SEARCH FIRM

- UNCTV has engaged an executive search firm Livingston Associates to assist with the search.
- The search firm's role is to:
 - Recruit candidates
 - Screen candidates
 - Coordinate interview logistics
 - Process candidate expenses
 - Conduct initial referencing, background checks, etc.

QUESTIONS?

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EEO AND THE SEARCH COMMITTEE'S ROLE

The Code. SECTION 103.

EQUALITY OF OPPORTUNITY IN THE UNIVERSITY.

Admission to, employment by, and promotion in the University of North Carolina and all of its constituent institutions shall be on the ***basis of merit***, and there shall be ***no unlawful discrimination against any person*** on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status.

The UNC Policy Manual
Chapter 100.1 - The Code
Revised 01/20/15

**The Code
of
The Board of Governors
The University of North Carolina
July 1, 2001**

Revised November 8, 2002
Revised May 13, 2003
Revised June 18, 2003
Revised January 1, 2004
Revised January 9, 2004
Revised February 13, 2004
Revised August 12, 2005
Revised June 9, 2006
Revised July 1, 2007
Revised March 7, 2008
Revised October 17, 2008
Revised January 9, 2009
Revised March 20, 2009
Revised October 9, 2009
Revised June 20, 2014
Revised January 20, 2015

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Interviewee's Role

Key responsibilities:

- Serve as an advisory body
- Be a part of a legally defensible search
- Ensure equitable treatment of all applicants
- Safeguard confidentiality of the search

Interviewing: Guidelines for Interviews

- Ensure interview questions reflect job requirements
- Design questions that require demonstration of competencies
- Ask the same pre-determined questions to each candidate
- Avoid asking questions that directly or indirectly inquire about an individual's protected class status or that are not job-related
- If candidates offer protected information voluntarily, redirect conversation, and DO NOT consider when evaluating
- Ensure consistent treatment of all candidates during interview process

Post-Interviews: Identifying Top Candidates

- Objectively document the top candidates' qualifications based on relevant education, experience and competencies
- Evaluate each candidate in the same manner
- Select candidates for next round of interviews



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Checking References

- Reference checking will be primarily the hiring manager's responsibility
- References are checked on only those candidates considered finalists
- Consent is obtained from the candidate to contact references
- A list of standard reference questions is developed
- Questions prohibited during an interview are also prohibited during a reference check

Maintaining Complete Records

Searches are subject to federal and state regulations and University policies.

- Keep detailed notes on all screening and selection decisions
- Recordkeeping is key to successfully defending the hiring process
- The retention period for records (all interview notes, references, hiring proposal, applications, etc.) is 3 years – and is extended if there is a discrimination charge

Final Considerations...

- How you perform your role is KEY to a successful search
- EEO-related complaints generally involve an unsuccessful candidate who is disgruntled with the interview process. They allege the interview was unfair because –
 - The process was inconsistent,
 - Information sought was not job related, or
 - A search committee member's behavior suggested bias or discrimination

Questions?

If you have any EEO-related questions or concerns throughout the search process, please contact:

Lynn Duffy

Senior Associate Vice President

Leadership and Talent Development

919-962-3134

Questions?

Search Timeline Illustrative

- Search Committee Kick off —November 27, 2018
- Finalize Leadership Statement —December 2018
- Open Forum with Staff—January 2019
- Invite Applications/Nominations —Jan/Feb 2019
- Interview 6-8 Semi-Finalists —March 2019
- Interview 3-4 Finalists —March I 2019
- Recommendation to President—April 2019
- President Interviews Finalists—April 2019
- Recommends to BOG—April, 2019
- New General Manager begins—June /July 2019

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