In accordance with state law and policy, the UNC System chancellor search process follows a prescribed series of steps that are critical to our success in recruiting and selecting top candidates. For more details see Hiring a Chancellor: A Guide for Search Committees and Trustees.

**Establishing a Search Committee**
- The president, UNC System Office HR, and the constituent institution’s board of trustees chair initiate a search committee.
- UNC System Office HR conducts orientation for search committee leaders.
- The search committee is created with representatives from key constituencies.
- The constituent institution’s board of trustee’s chair and the president establish a budget and identify support staff.
- If requested, UNC System Office HR selects a search firm, in consultation with the search committee chair.
- The search committee chair kicks off the search committee and search process.

**Sourcing and Selecting Candidates**
- The search committee develops a search, outreach, and advertising strategy.
- The search committee holds campus forums for input on the desired qualifications.
- The search firm or System Office HR invites applicants and accepts nominations.
- The search committee develops a leadership statement.
- The search firm or System Office HR screens applicants and nominees to present 15-20 candidates to the search committee.
- The search committee conducts off-site interviews with 8-10 candidates.
- The search committee invites 4-5 candidates for a campus visit.
- The search firm or System Office HR completes initial reference and background checks and presents summary information to the search committee.

**Recommending Candidates and Hiring a New Chancellor**
- The search committee votes for and recommends unranked candidates to the board of trustees.
- If satisfied with the slate of candidates, the board of trustees presents them to the president.
- A third-party partner conducts an executive background investigation report on each finalist.
- The president interviews finalists.
- The president nominates a candidate to the UNC Board of Governors Committee on Personnel and Tenure.
- If approved by the committee, the candidate’s nomination is forwarded the full Board.
- Once approved by the Board, the System Office and constituent institution announce the new chancellor.