

AD HOC COMMITTEE ON THE DEVELOPMENT OF CAMPUS
INTERVIEW PROCEDURES FOR CHANCELLOR

The following principles governing on-campus visits by prospective chancellors are recommended:

1. The interview process should serve two purposes:
 - (a) to allow the appropriate members of the campus community to evaluate the candidate, and (b) to allow the candidate to assess the mission of East Carolina University and its role in eastern North Carolina.
2. A single individual should coordinate visits to the campus by all candidates and spouses including:
 - a. Anticipated dates and times.
 - b. Travel plans.
 - c. Transportation, housing accommodations, and scheduling for the interview (including scheduling activities for the spouse).
 - d. Discerning the spouse's interests and concerns in advance of the on-campus visit. According to those interests, a visitation schedule should be planned.
 - e. All financial matters, arranged in advance.
3. Candidates should be on campus for 2 1/2 days to 3 days, preferably with arrival into Greenville on a Sunday afternoon.
4. A pool of 2 or 3 persons should be designated as escorts (tour guides), and those same persons should fill that function for all candidates. The escorts should be from the membership of the Chancellor's Selection Committee and/or the Faculty Senate.
5. A host/hostess should be carefully selected for each candidate's spouse.
6. The schedule should provide opportunities for each candidate to assess the various outreach programs of the University. This should include meetings with community leaders, and depending upon interests, the spouse may be included in some of these meetings.
7. Campus and division leaders should emphasize their units' plans and goals during planned meetings.
8. The candidates should have adequate opportunities to meet with representative constituents from all facets of the University.
9. There should be an open faculty meeting in which each candidate will present his/her ideas and philosophies on higher education and the management of a modern university. This should be followed by an informal question-and-answer period, and perhaps an open reception.
10. Approximately mid-way through the on-campus visit, the candidate and the designated host/hostess should have the opportunity to informally discuss any needs and concerns.

SUGGESTED ON-CAMPUS SCHEDULE FOR CHANCELLOR CANDIDATES

DAY ONE

- 1:30 p.m. Arrival into Greenville
Meet Contact Person
- 3:00 p.m. Tour of Greenville with Contact Person
- 5:30 p.m. Review of Interview Schedule with Contact
Person
- 6:30 p.m. Dinner with current Chancellor and
Selection Committee

DAY TWO

- 7:30 a.m. Breakfast with Vice-Chancellor for
Academic Affairs
- 8:30 a.m. Meetings with Deans of the Schools of
Arts and Sciences and Professional
Schools
- 10:30 a.m. Meetings with other Vice-Chancellors and
Administrators
- 12:00 noon Lunch at Medical School
- 1:30 p.m. Meetings with Medical School
Administration
- 3:30 p.m. Presentation to ECU Faculty, followed by
questions and answers
- 4:45 p.m. Reception with ECU Faculty
- 6:30 p.m. Dinner with Mr. Kinsey

DAY THREE

- 7:30 a.m. Breakfast with "Outreach" Representatives
(Example: Rural Education, RDI)
- 9:00 a.m. Meeting with Contact Person
- 10:00 a.m. Meetings with Faculty Senate Leaders and
Committee Chairs
- 12:00 noon Open lunch

DAY THREE, cont.

1:30 p.m.	Formal interview with Selection Committee
3:00 p.m.	Meeting with SGA Representatives
4:00 p.m.	Meeting with Student Life Representatives
5:00 p.m.	Meeting with Pirate Club Officers and/or Representatives and the Athletic Director
6:30 p.m.	Dinner with Alumnae and community leaders

DAY FOUR

9:00 a.m.	Meeting with current Chancellor
10:00 a.m.	Open time
12:00 noon	Open lunch
1:30 p.m.	Departure