

# MISSISSIPPI STATE UNIVERSITY™

## Policy and Procedure

### ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: November 1989

SUBJECT: 13.20 - Exit Interviews of Departing Faculty

#### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding about the policy related to exit interviews of departing faculty members. Exit interviews of departing faculty members can provide useful information to the administrative decision-making process of this university.

#### REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

#### POLICY/PROCEDURE

A departing faculty member who wishes, is encouraged to express his/her views or to provide an evaluation of one's working environment, and shall be granted an opportunity for an exit interview with the appropriate department head, director, or dean as requested by the exiting faculty member. Exiting faculty are also strongly encouraged to complete the online Faculty Exit Survey. An invitation to submit the online survey will be sent via email upon notification of resignation to Human Resources Management.

It shall be the responsibility of the appropriate department head, director, or dean to notify the departing faculty member of these opportunities, allowing sufficient time to complete the process (i.e. participate in the interview, sign the report, and if necessary rebut the report) before they depart the university.

If an exit interview is given, a summary report should be prepared by the department head, director, or dean of the departing faculty member(s) for the purpose of addressing any problems or concerns. A possible format for such a report should contain the following information:

1. Date
2. Name, position/rank
3. Date of separation

4. Length of service at Mississippi State
5. Reason(s) for leaving
6. The departing faculty member's suggestions for improvement.

Finally, this report should be forwarded to the Dean and to the Provost and Executive Vice President. An online submission of the Faculty Exit Survey will automatically be reviewed by the Office of the Provost and Executive Vice President.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2016

**APPROVED:**

<u>/s/ Peter L. Ryan</u> Associate Provost for Academic Affairs	<u>04/18/2012</u> Date
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<u>/s/ Jerome A. Gilbert</u> Provost and Executive Vice President	<u>04/18/2012</u> Date
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<u>/s/ Meghan Millea</u> President, Robert Holland Faculty Senate	<u>04/23/2012</u> Date
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**REVIEWED BY:**

<u>/s/ Lesia Bryant</u> Director, Internal Audit	<u>04/26/2012</u> Date
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<u>/s/ Joan L. Lucas</u> General Counsel	<u>04/27/2012</u> Date
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**APPROVED BY:**

<u>/s/ Mark Keenum</u> President	<u>05/11/2012</u> Date
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