MISSISSIPPI STATE UNIVERSITY

Policy and Procedure

Internal Audit Web

NOTE - POLICY HAS BEEN SUPERSEDED SEE NEW POLICY AT:
Exit Interviews of Departing Faculty 13.20 **(PDF)**

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO:	All Holders of Mississippi State University Academic Operating Policy and Procedure Manual
DATE:	November 14, 1997 Revised: November 10, 2006
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 Vice President for Academic Affairs.

POLICY/PROCEDURE

A departing faculty member, who wishes to express his/her views or to provide an evaluation of one's working environment, shall be granted such an opportunity during an exit interview with the appropriate department head or dean.

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

If possible, a summary report should be prepared by the department head of the departing faculty 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 termination
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 Vice President for Academic Affairs.

RESPONSIBILITIES

Position	Section	Year
Associate Provost for Academic Affairs	Review	2010

AOP 13.20
11/10/06

For information about this policy, contact the responsible/reviewing department hyperlinked above.
For comments about the MSU Policy website, contact: webmaster @ audit.msstate.edu.