



AOP 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.

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.

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.

REVIEWED:

/s/ Peter L. Ryan
Associate Provost for Academic Affairs

06/25/2018
Date

/s/ Judy Bonner
Provost and Executive Vice President

06/25/2018
Date

/s/ Brent Fountain
President, Robert Holland Faculty Senate

06/25/2018
Date

/s/ Timothy N. Chamblee
Assistant Vice President and Director
Institutional Research and Effectiveness

06/28/2018
Date

/s/ Joan Lucas
General Counsel

06/26/2018
Date

APPROVED:

/s/ Mark Keenum
President

07/11/2018
Date