**Exit Interview for Faculty Member Leaving for Other Position or Reasons**

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| **Interviewee:** | | **Date of interview:** |
| **Rank:** | **Tenure unit:** | **Campus:** |
| **Gender:** | **Departure fiscal year:** | **Interviewer:** |
| **Reason for leaving:** | | |
| **Permission to share with dean or chancellor: YES NO** | | |

Interview Protocol effective date is July 1, 2017. Exit interviews conducted with faculty members separating from the University on or after July 1, 2017 should follow this protocol.

**Instructions:**

* Please provide as much of the interviewee information in the table above as that person is comfortable sharing (i.e., not knowing the tenure unit does not make the interview meaningless, but it does make it difficult to determine if there are systemic problems in a particular area that need to be addressed).
* Please include as much detail as you are able in your summaries and indicate direct quotes with quotation marks.
* The interviews are confidential, but will be shared with the Provost, the Vice Provost for Faculty Affairs, analysts in the Office of Planning and Assessment and, with the interviewee’s permission, their dean/chancellor.

1. **Please tell me why you have decided to leave Penn State?**
2. **Have you accepted another position? What about that position appeals to you?**
3. **[If leaving for another position] Did you seek that position or were you approached first?**

1. **Were you generally satisfied with your experience at Penn State? If not, did you express your dissatisfaction to your administrative supervisors before seeking other opportunities or deciding to leave?**
2. **Were the level and number of assignments given to — in such areas as service, teaching, and advising — reasonable? How did it compare to that of your colleagues?**
3. **Were the level of support and opportunities given to you -- e.g., mentoring, research support, and collaborative opportunities — sufficient? How did it compare to that of your colleagues?**

1. **Is there anything Penn State could have done that would have kept you from seeking other employment or that would have persuaded you to stay?**

1. **In your experience, is the Penn State community inclusive and welcoming to all? Why or why not?**

1. **If you are leaving because of the local quality of life or spousal/partner dissatisfaction with professional opportunities, is there more that Penn State could have done to address those issues?**

1. **What advice do you have that may enable Penn State to attract and retain high-quality faculty members?**
2. **What advice do you have that may enable Penn State to be a better institution?**
3. **Is there anything else that you would like to share about your time at Penn State?**
4. **My summary of our conversation, with as much or as little of your personal information as you want to provide, will be shared with the University’s Executive Vice President and Provost, the Vice Provost for Faculty Affairs, and with staff in the Office of Planning and Assessment who prepares the annual Faculty Exit Report. In addition, would you like it shared with your dean or chancellor?**