**Exit Interview for Faculty Member Leaving due to Retirement**

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| **Interviewee:**  | **Date of interview:** |
| **Rank:**  | **Tenure unit:**  | **Campus:** |
| **Gender:**  | **Departure fiscal year:**  | **Interviewer:**  |
| **Reason for leaving:** Retirement |
| **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. **Why did you decide to retire at this time?**

1. **What major changes have you seen during your time at Penn State, and how do you evaluate them?**
2. **Were you generally satisfied with your experience at Penn State? If not, did you ever express your dissatisfaction to your administrative supervisors or others? If so, what was the outcome?**
3. **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?**
4. **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. **In your experience, is the Penn State community inclusive and welcoming to all? Why or why not?**
2. **What advice do you have that may enable Penn State to attract and retain high-quality faculty members?**
3. **What advice do you have that may enable us to be a better institution?**
4. **Do you expect to keep some connection with Penn State after retirement? What might Penn State (including your campus, department and college) do to help you keep ties with the institution?**

1. **How effective was the retirement advice you received?**
2. **Is there anything else that you would like to share about your time at Penn State?**
3. **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?**