



**TEXAS TECH™**

**Operating Policy and Procedure**

**OP 32.14: Exit Interviews of Departing Faculty**

**DATE:** December 6, 2023

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures concerning exit interviews of departing faculty.

**REVIEW:** This OP will be reviewed every two years after publication by the Vice Provost for Faculty Success with substantive revisions presented to the Provost and Senior Vice President (PSVP).

**POLICY/PROCEDURE**

1. All departing faculty will be given the opportunity to express their views and provide an evaluation of their experience in an exit interview. The relevant chairperson or dean should initiate the opportunity well before the departure date, when known.
2. It is suggested that a collegiate committee be formed and given the responsibility for this function; however, if this is impossible, the dean may appoint a faculty member for this purpose.
3. Summary reports must be prepared regarding departing faculty by the dean of the college by September 1 of each year. The following format and questions are suggested. Additional information may be provided as deemed desirable by the dean, committee, or faculty member who performs the exit interview:
  - a. Date
  - b. Name of interviewee
  - c. Position/Rank
  - d. Date of termination
  - e. Length of service at Texas Tech
  - f. Reason for leaving
  - g. Have any indications of active or benign discrimination based upon race, religion, national origin, sex, or age been observed? If yes, explain.
  - h. Does the departing member have suggestions for improvement of programs at Texas Tech? Please explain.

- i. Are there any suggestions for improvements of procedures in general at Texas Tech? Please explain.
  - j. Other comments
  - k. Interview committee members present
4. The summary reports should be forwarded to the Vice Provost for Faculty Success when they are complete.