



Oregon State University

College of Agricultural Sciences

College of Agricultural Sciences Policy on Exit Interviews for Tenure-Track Faculty

The College of Agricultural Sciences (CAS) invests significant resources in recruiting tenure-track faculty and seeks to offer competitive compensation packages (salary and benefits) to new faculty. CAS may also offer retention packages to faculty who are being recruited by other institutions. CAS is also committed to supporting an inclusive and equitable workplace climate within the college. Given these investments, CAS' dean's office has a vested interest in understanding why faculty decide to leave OSU. The Associate Dean for Faculty Affairs will conduct exit interviews with all tenured or tenure-track faculty who resign their appointments or retire. The purpose of the interview is to understand what factors resulted in a faculty member's decision to leave OSU. Unit leaders are encouraged to conduct exit interviews as well. Exit interview for unit leaders are conducted by the CAS Human Resources Strategic Partner.

Process:

1. When a unit leader receives notice of a faculty member resigning, he/she should notify the CAS Associate Dean of Faculty Affairs (ADFA) and notify the ADFA of the person's last day of employment and if they intend to take vacation leave before they depart.
2. The ADFA will invite the faculty member for an exit interview that will take between 30-60 minutes. The interview will be confidential and the information will only be discussed with CAS leadership. Information will be shared with the faculty member's unit leader on a need to know basis. ADFA will ask the faculty member if it is OK to share their responses with their supervisor.
3. If a faculty member expresses reluctance to conduct an interview with the ADFA, then the ADFA will encourage the faculty member to have a confidential conversation with either the Ombuds Office, or the CAS HR Strategic Partner.
4. Information obtained during exit interviews will be shared with the CAS Dean and Executive Associate Dean.

Dean's Office
13 July 2021



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Exit Interview Questions

Employee Name: _____

*Questions that are not relevant to retirees

1. Why Are You Leaving/Retiring?
2. Compensation & Benefits
 - a. What was good/not so good?
3. Work Environment (Physical Issues)
 - a. Does your unit have infrastructure issues we should be aware of?
 - b. Temperature, cleanliness, safety, security?
4. Work Environment (Human Relations Issues)
 - a. Co-workers (positive/negative):
 - b. Clients, customers, stakeholders (positive/negative):
5. Roles, Responsibilities, Duties, Tasks
 - a. What were your favorite/least favorite?
 - b. Are any of these a factor in your leaving/retiring?
6. Future
 - a. Are there any initiatives, programs, policies that you need to comment on regarding their future after you leave/retire?
7. Leadership
 - a. What are the strengths/weaknesses of your direct supervisor, his/her supervisor, and any other leaders that you worked for?
 - b. What are the strengths/weaknesses of the employees whom you supervised?
8. Support
 - a. Which entities gave you sufficient support and which ones did not?



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9. *Would You Come Back?
 - a. Under what circumstances?