

University of North Texas Faculty Exit Interview Process

A. Purpose

The purpose of this document is to establish a process to be followed by faculty when they terminate employment with the University of North Texas. This process was developed to allow departing faculty the opportunity to provide feedback to the University.

B. Procedures

1. Upon leaving a position with the University of North Texas, faculty complete an online exit survey. On that survey, faculty may request an exit interview with either the Division of Equity and Diversity or the Office of the Provost. The exit interview content and general format should be provided to personnel conducting the interview along with any appropriate training.
2. The Office of the Provost processes data from the online survey and forwards requests for exit interview to either the Division of Equity Diversity or to the person in that office responsible for the exit interview process.
3. Exit interviews, if requested, are conducted by trained personnel.
4. The Committee on the Status of Women receives survey and interview data from the Office of the Provost and/or the Division of Equity and Diversity.
5. The Committee prepares a report with reference to women's issues for the Faculty Senate to be distributed to the Senate, Provost, the community-at-large and other appropriate persons or offices.
6. The Committee continues to collect data and prepares annual reports relevant to women's issues for all constituents.
7. The reports prepared by the Committee will be posted to the faculty senate website.
8. The database with anonymous responses will be posted to a secure website (to be determined) for internal use only.