

**IUB Faculty Exit Interview
Resources for Associate Deans**

Spring 2025

Table of Contents

Introduction.....2

- A. Faculty Exit Interview with AVPs at OVPFAA.....2
- B. The COACHE Faculty Retention & Exit Survey.....2
- C. The OIE Survey for Exiting Faculty and Staff2

Recommended Timeline and Process for Conducting Exit Interviews2

- A. Timing of the Exit Interview.....2
- B. Inclusion Criteria3
- C. Obtaining Exiting Faculty Information.....3
- D. Length and Format of the Interview3
- E. Confidentiality3
- F. Data Collection Methods3
- G. Data Storage3
- H. Sharing Results with OVPFAA.....3
- I. Data Analysis and Reporting3

Templates: Invitation and Interview Protocol4

- A. Invitation to Participate4
- B. Interview Protocol.....4

Introduction

IUB units have varying practices in conducting faculty exit interviews. This toolkit provides a standardized interview protocol and procedure recommendations that individual units can adopt. Below is an overview of campus-level efforts related to the faculty exit process at IUB.

A. Faculty Exit Interview with AVPs at OVPFAA

Beginning in Fall 2024, the Office of the Vice Provost for Faculty and Academic Affairs (OVPFAA) launched an exit interview study, conducting interviews with tenure eligible and tenured faculty members and librarians who have resigned. The primary goal of these interviews is to gain insights from departing faculty members about their experiences at IU Bloomington. Aggregated results will be reported every two years to the Provost, the Vice Provost for Faculty and Academic Affairs, and the Deans and Associate Deans of the academic units for planning purposes. This information will help university leaders understand the institutional factors influencing faculty departures and make evidence-based decisions to enhance faculty retention. Additionally, these insights can contribute to improving the work environment, professional development opportunities, and overall faculty satisfaction. In the coming years, the interview study will expand to include non-tenure track faculty members and retirees.

B. The COACHE Faculty Retention & Exit Survey

Exiting faculty members of all promotable ranks—including tenured, tenure-track, research rank, teaching rank, and professor of practice—are invited to participate in the [COACHE Faculty Retention & Exit Survey](#) in the fall semester following the separation from the university. Administered by Harvard University, the survey provides IU Bloomington aggregated, anonymized results after a three-year data collection cycle. IU Bloomington first participated in this survey from 2016 to 2018 and is currently in the second cycle from 2024 to 2026. This survey aims to understand the important aspects of the faculty retention and departure, including factors influencing faculty decisions to stay or to accept external offers, job search experiences, and the significance of external offers and counteroffers. Eligibility criteria include full-time, benefits-eligible faculty members who separate from IU under natural circumstances, excluding retirees.

C. The OIE Survey for Exiting Faculty and Staff

The Office of Institutional Equity (OIE) is developing a survey that they plan to administer to all IU exiting faculty and staff. Participation in the survey is voluntary. In the future, associate deans may contact OIE to request aggregated, anonymized results.

Recommended Timeline and Process for Conducting Exit Interviews

A. Timing of the Exit Interview

Exit interviews should be conducted each semester. Associate deans are encouraged to invite exiting faculty to participate in an interview as soon as a resignation notice is received. Faculty may submit resignations before the end of a semester, so early scheduling is recommended.

B. Inclusion Criteria

Deans and associate deans will determine the inclusion criteria based on the context of their unit.

C. Obtaining Exiting Faculty Information

Associate deans can collaborate with their unit level HR contacts and department chairs to identify the departing faculty. Faculty should also be informed that they may reach out to the associate deans or OVPFAA at any time to request an exit interview.

D. Length and Format of the Interview

Exit interviews may be conducted in person, via Zoom, or over the phone. The interview is expected to last approximately one hour.

E. Confidentiality

Departing faculty members should be assured that their responses will be kept confidential and used solely for institutional improvement.

F. Data Collection Methods

With the faculty member's consent, interviewers may take notes to ensure accurate feedback. Alternatively, a summary of key points may be written down immediately after the interview.

G. Data Storage

Any interview transcripts and notes should be stored securely and destroyed after a designated period of time.

H. Sharing Results with OVPFAA

Sharing interview results with OVPFAA is not required. If associate deans or other interviewers wish to discuss the findings with OVPFAA, they should avoid sending interview transcripts via email, as they may contain sensitive information. Rather, please reach out to vpfaa@iu.edu to schedule a meeting.

I. Data Analysis and Reporting

Units are encouraged to analyze exit interview data and report aggregated results annually or biennially, depending on sample size. While these results are not reported to the Provost or OVPFAA, they may be useful for internal planning. Units that need assistance with data analysis and reporting can contact OVPFAA at vpfaa@iu.edu.

Templates: Invitation and Interview Protocol

A. Invitation to Participate

Subject: Invitation to Participate in a Faculty Exit Interview

Dear [name of exiting faculty],

I am reaching out to invite you to participate in a one-on-one conversation with me regarding your decision to leave IU Bloomington. At the [School/College name], we are committed to understanding and improving faculty experience. As part of this effort, I would like to hear the perspectives of faculty members who have resigned or retired.

You will also be contacted by the Office of the Vice Provost for Faculty and Academic Affairs (OVPF AA) and invited to participate in a one-on-one interview with an Associate Vice Provost from OVPF AA. Participation in these interviews is completely voluntary; you can choose to participate in one, both, or neither.

If you are interested in participating in an interview with me, please reply to this email indicating your preferred meeting format (online or in-person). If you have questions or would like more information, please do not hesitate to reach out.

Any information you share during these conversations will remain confidential. No recordings will be made, and only written notes will be stored on a secure server. While key insights may contribute to an annual summary report, all results will be anonymized and aggregated. No other administrator, staff or faculty member will have access to the raw data.

Thank you for considering this request. I appreciate your time and insights.

Best regards,

[Your name and email signature]

B. Interview Protocol

Name:

Date:

Department:

Interviewer:

Thank you for taking the time to meet with me today. The purpose of this exit interview is to better understand your experience at IUB and the institutional factors that may have influenced your decisions to leave. My goal is to learn from your feedback and identify ways to improve faculty support and retention at our school.

This interview is confidential. A summary of our conversation will be included in an aggregated report on faculty departure trends, but no personally identifiable information will be shared. I will

take written notes, which will be securely stored, and no one outside of this process—including administrators, staff, or faculty—will have access to the raw data.

Before we begin, I want to confirm that you are comfortable proceeding with the interview.

Interview questions

1. Please share the reason(s) you decided to leave IUB.
2. Have you accepted another position? What about that position appeals to you?
3. Is there something our school could have done that would have kept you from seeking other employment?
4. Is there something that our school could have done to persuade you to stay?
5. Thinking back to your time at IUB, what was the worst part of your job? What was the best part of your job?
6. What advice do you have that could help our school to attract and retain high-quality faculty members?
7. What advice do you have that may enable IUB to be a better institution?
8. What advice do you have that may enable our school to be a better place for faculty?
9. Is there something else that you would like to share about your time at IUB?

Again, we conduct these exit interviews with the goal of understanding how institutional factors contribute to faculty departures, and how we can improve. Your feedback will contribute to a broader analysis presented in our annual faculty exit report. Thank you again for your time and valuable insights.