



QUILLEN COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Exit Interview Survey Policy**

Policy Replaces a Previous Policy (this includes change in policy name): <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
If so, list name of previous policy (include policy number if different):
Policy Number (issued by the Office of Academic Affairs upon final approval): ADMIN-1221-24
Policy Owner (Individual, Department, or Committee/Chair): COM Faculty Development Work Group
Committees, Departments, or Individuals Responsible for Implementation: Office of Finance & Administration and Office of Academic and Faculty Affairs
Original Approval Date and Who Approved by: 12/8/2021 / COM Faculty Development Work Group
Effective Date(s): 12/8/2021
Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee):
Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner):
Exemption(s) to Policy (date, by what committee or individual, and brief description):
LCME Required Policy: <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement):
<i>All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.</i>
Date of Review:
Revisions Made: <input type="checkbox"/> Yes/ <input type="checkbox"/> No
If yes, list revisions made: Revisions Require Approval by Policy Owner: <input type="checkbox"/> Yes/ <input type="checkbox"/> No

Policy Statement:

Quillen College of Medicine Values

PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential;
RELATIONSHIPS are built on honesty, integrity, and trust;
DIVERSITY of people and thought is respected;
EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic;

Policy Name: **Exit Interview Survey Policy**

EFFICIENCY is achieved through wise use of human and financial resources;
COMMITMENT to intellectual achievement is embraced.

ETSU Quillen College of Medicine (QCOM) is committed to continuing to create a workplace environment that supports professional growth; creates an exceptional educational experience for all learners; attracts and embraces diversity; supports an inclusive environment; and seeks to address work-life balance. To that end, QCOM is embarking on an exit interview strategy to assess the employee experience and identify opportunities to improve faculty retention and engagement.

Purpose of Policy:

See Policy Statement.

Scope of Policy (applies to):

All Quillen College of Medicine faculty.

Policy Activities:

Departing faculty members will be identified by the Office of Finance and Administration to the Office of Academic and Faculty Affairs six weeks prior to the anticipated end of ETSU employment. All departing employed ETSU QCOM faculty will be asked to participate in an exit interview. This is in addition to the ETSU Human Resources Exit On-line Survey. The faculty member will be given the choice to either complete an online questionnaire or a face-to-face interview lasting less than one hour that ideally would be no later than one month before departure. Should the faculty member agree to the online questionnaire and fail to complete it two weeks prior to departure, the faculty member would be contacted to reconsider the face-to-face interview before leaving. In the instances where the faculty member agrees to a face-to-face interview, the interviewee will be given a list of questions that will be covered during the session to contemplate and prepare answers. Departing faculty members may decline to participate.

Face-to-face interviews will be completed by an ETSU faculty or staff member. The departing faculty will select from a group of individuals across the institution and called the Exit Interview Panel. The Interviewer will be outside of the departing faculty member's department or division and without a conflict of interest. The interviewers will receive training for conducting effective interviews 1) before being allowed to conduct their first exit interview; 2) after a revision of the exit interview questions; and 3) annually. The employee's direct supervisor will not conduct the interview or be present during the face-to-face interview nor the department chair or division leader.

An Exit Interview Committee will be appointed by the Vice Dean. It may include members of the Exit Interview Panel. The responsibilities of this committee will be to:

- To review questions to be asked during the Exit Interview and Questionnaire at the start of the academic year. Input will be sought from stakeholder groups, such as the Faculty Development Work Group, the Diversity Council, and the Administrative Council.
- To ensure that interviewer training is conducted.
- To analyze, collate, and summarize information from the interviews and online surveys.
- To distribute aggregate information to relevant stakeholders on an annual basis.

Utilizing the Information:

The information collected during the interview and questionnaire will be analyzed, collated, and summarized for presentation. Relevant outcomes, suggestions, trends, and issues will be summarized and may be presented to the following persons or groups annually as applicable:

- The Dean and QCOM leadership during a Leadership Meeting
- Faculty Advisory Council
- Diversity Council

Confidentiality:

QCOM will make every effort to keep all information confidential. All information will be presented in aggregate form; however, due to the small size of the faculty or when specific situations exist or are described, it may not always be possible to keep the information anonymous. Any information that relates to harassment, discrimination, or illegal activity will be forwarded immediately to the Office of University Compliance and will not be included in any presentation or analysis of exit data. Exit interview/survey data will be maintained without identifiers and housed in the Office of Academic and Faculty Affairs.

Policy Name: **Exit Interview Survey Policy**

Administrative Reviews/Approvals	Date Approved
<i>University Compliance (if applicable)</i>	2/9/2022
<i>Policy Advisory Committee (includes three-year reviews)</i>	3/17/2022
<i>Associate Dean for Accreditation Compliance (if applicable)</i>	
<i>Vice Dean for Academic Affairs</i>	

Policy Review and/or Revision Completed By (if applicable)	Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)
<i>Office of the Dean</i>	1/4/2022
<i>Office of Academic Affairs</i>	1/31/2022
<i>Office of Student Affairs</i>	
<i>Department of Medical Education</i>	
<i>Medical Student Education Committee</i>	
<i>Student Promotions Committee</i>	
<i>Faculty Advisory Council</i>	2/16/2022
<i>Administrative Council</i>	2/10/2022
<i>M1/M2 Course Directors</i>	
<i>M3/M4 Clerkship/Course Directors</i>	
<i>Student Groups/Organizations (describe):</i>	
<i>Other (describe):</i>	

Final Policy Emailed to:	Date of Email Notifications
<i>Medical Education Director for Posting on Educational Policies Website</i>	5/1/2024
<i>Policy Owner</i>	5/1/2024
<i>Admissions Office for Catalog (only new policies)</i>	