



Faculty and Staff Exit Policy

Year 2023

Contents

Section-1: Definitions	3
Section-2. Policy	4
Section-3. Form	5

Section-1: Definitions

In this Policy Document, unless otherwise specified, or anything repugnant to the Statutes of National University of Modern Languages, the following expressions shall have the meanings as follows:

- 1.1 **Faculty** - a group of university departments concerned with a major division of knowledge.
- 1.2 **Faculty member** - a member of academic staff.
- 1.3 **Staff** - a member of administrative staff.
- 1.4 **Exit interview** - an interview held with an employee about to leave the university, typically in order to discuss the employee's reasons for leaving and their experience of working for the university.
- 1.5 **Exit interview form** - an exit interview form is a survey given to an employee leaving a company. It is used to gather feedback on how the employee feels about their time at the university, why they are leaving, and how the university can improve the workplace for employees.

Section-2. Policy

1 Purpose:

The purpose of conducting exit interviews is to obtain feedback from exiting faculty/staff members regarding their experiences during their stay at the University. Moreover, also to make use of the obtained information in improving the recruitment and retention of employees. The data compiled will also help the senior management to determine the causes of voluntary resignations as well as assessing the overall working environment of the university. This will, in turn, help to develop policies and practices that may reflect the needs of our employees.

2 Scope:

The policy applies to the whole University including its campuses and Rawalpindi Branch.

3 Policy Statement:

All employees resigning and/or exiting the University voluntarily, or on completion of service should submit the duly filled Exit Interview Form and appear in exit interview.

4 Objective

The objective of the interview is to obtain views of the exiting faculty/staff members on key aspects of NUML's operations such as:

- Reason for leaving.
- Perception of NUML as an employer, its culture, systems and structures.
- Feedback on ways and means through which NUML can improve its employees working.
- Feedback about the conduct of Peers, Deans, HoDs and Directors.
- Feedback on the aspects meriting immediate attention.

5 Procedure

The exit interview process will apply to all faculty/staff members exiting voluntarily or on completion of service. Faculty/staff members leaving NUML Main Campus shall be called for exit interviews by HR Branch, before their last week with NUML. Faculty and Staff Exit Interviews in the Islamabad Campus will be conducted by Director HR / DG / Rector or any other official authorized by the Rector. For Regional Campuses, Regional Directors will conduct the interview and forward the feedback form to the HR Branch, Main Campus. Senior officials may be interviewed at HQ Islamabad as directed by the Rector.

Section-3. Form

Exit Interview Form

Completion of this form is Mandatory as your opinion is very important and of great value in making the NUML a better place to work.

Employee Name: _____ Job Title: _____
 Department: _____ Campus: _____
 Date of Joining: _____ Employee Status: ☐ Faculty ☐ Staff
 Status: ☐ Contract ☐ Regular ☐ Visiting

1. **Please select the reasons for leaving? Select one or more.**

- ☐ Better Employment Opportunity ☐ Career Change ☐ Laid Off / Dismissal
☐ Medical Reasons ☐ Retired ☐ End of Assignment/Contract
☐ Family Reasons ☐ Higher Pay ☐ Work Environment
☐ Health Issues ☐ Other (Please Specify) _____

2. **Did dissatisfaction with any of the following factors influence your decision to leave?**

	Yes	No		Yes	No
Type of work			Location		
Working conditions [setting, schedule, travel, flexibility]			Cost of Living in Area		
Pay			Commute		
Supervisor			Job was Challenging		

3. **How would you rate the following at NUML?**

	Excellent	Good	Fair	Poor
Recruitment Process				
Leave and Welfare				
Training & Career Development Opportunities				
Employee Morale & Fair Treatment				
Workload Management				
Cooperation within Departments				
Research progression opportunities				
Extracurricular Activities				

4. **What suggestions do you have to make NUML a better place to work?**

Outgoing Employee (Signature) _____ Date: _____

Countersigned

Director HR/Regional Director _____ Date: _____

Note:

- Exit Interviews to be arranged as per NUML Faculty & Staff Exit Policy. This form is to be forwarded to HR Branch by the exiting employee.
- In case of Regional Campuses, the form may be signed by respective HoD/Dean and Countersigned by Regional Director.