




**MEMORANDUM**

**To:** Deans of Faculty

**From:** Elizabeth A. Graddy   
Vice Provost for Academic and Faculty Affairs

**Date:** August 11, 2017

**Subject:** Voluntary Resignations of Tenured/Tenure-Track Faculty

To better understand the faculty experience at USC and to further our commitment to fostering an environment in which our faculty can thrive, the Office of the Vice Provost for Academic and Faculty Affairs will begin regularly conducting exit surveys of tenured and tenure-track faculty who voluntarily choose to leave the university as of July 1, 2017.

Upon receipt of a resignation letter for a tenured or tenure-track faculty member, please notify Debbie Jones, [jonesdeb@usc.edu](mailto:jonesdeb@usc.edu), who will administer the exit surveys. My office will then maintain all data derived from this process, which will support our efforts to ensure a positive faculty experience.