



Academic Employee Request for Prior Service Credit

Eligible faculty who have taught previously at another institution(s) and wish for those year(s) to be counted towards tenure may fill out this application requesting Prior Service Credit. Please review the following requirements and return the application upon acceptance of offer to your **Department Administrator** who will review and submit to the Assistant Provost for Academic Personnel, Office of the Provost.

SUNY Policies of the Board of Trustees [Article XI, Title B.3 (d) (1)] Service Credit:

"In determining eligibility for continuing appointment under subdivision (b) of this section, satisfactory full-time prior service in academic rank **at any other** accredited academic institution of higher education may, at the request of the appointee and in the discretion of the Chancellor, or designee, be credited as service, up to a maximum of three years, at the time of appointment at a college. Waiver of all or part of this service credit shall be granted upon written request of the employee to the chief administrative officer not later than six months after the date of initial appointment."

APPROVAL OF REQUESTS FOR PRIOR ACADEMIC SERVICE CREDIT, IN WHOLE OR IN PART, IS WITHIN THE SOLE DISCRETION OF THE PRESIDENT OR HER/HIS DESIGNEE, THE SR. VICE PRESIDENT FOR ACADEMIC AFFAIRS.

Please complete and sign this form, indicating either your request for prior academic service credit or your waiver of your right to request such credit. **(Failure to return this form with your acceptance of the offer of appointment will also be deemed a waiver of your right to request prior service credit.)** You should consult with your Area Head/Chair/Dean prior to submitting this form with any questions or to determine whether prior service credit is in your best interest. Regardless of prior service credit, only one tenure file may be submitted for consideration during the mandated tenure period.

To be Completed by Appointee: I, _____ hereby
(Print name)

- Waive my right to request prior academic service credit.
- Request approval for _____ years (not to exceed three) of prior academic service credit based on the full time service shown below. I understand that any approved prior service credit will count toward the service required for eligibility for continuing appointment and that I may withdraw any or all approved prior service credit within six months of the effective date of my appointment.

Previous Institution(s)	Academic Rank	Full Time Y/N?	Inclusive dates of employment: (mm/dd/yyyy-mm/dd/yyyy)	Yrs

I have no prior service

Signature Date

To be completed by President or Senior Vice President for Academic Affairs:

The prior academic service credit requested above is: approved for _____ years disapproved

The decision to grant or deny continuing appointment must be made by _____ and no term appointment may extend beyond _____.

Signature Date

Any prior service credit approved by the President or Senior Vice President for Academic Affairs may be withdrawn, in whole or in part, by your written request within six months from the effective date of appointment. You may submit the request in the following format to the Provost's Office:

After careful review and consideration, I have decided to waive _____ year(s) of the prior service credit previously credited for me. My record should now include _____ year(s) of credited prior service.

Print Name Signature Date