

Faculty Request for Prior Service Credit

Faculty hired in a tenure-track position, who have taught previously at another institution(s) and wish for those year(s) to count towards tenure, may complete this application requesting Prior Service Credit. Please review the following requirements and complete the attached form and return to the Human Resources Office (201 Culkin Hall).

In summary, they must have held an **Academic Rank** at a previous institution to qualify as prior service credit. Documents linked here are readily available on the SUNY website; for your convenience, some of the content has been copied to this document.

SUNY's policy on Service Credit:

https://www.suny.edu/sunypp/documents.cfm?doc_id=291 *Locate Title B, 335.4, D1 in the document*

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 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.

SUNY's definition of Academic Rank Titles:

<https://www.suny.edu/hr/compensation/unclassified/other/academic-rank-titles/>

Academic Rank Titles: Instructor, Assistant Professor, Associate Professor, Professor. (Descriptions for Librarian ranks that are also considered academic rank can be found from links under a separate Librarian family.)

Within SUNY policies, appointments to these titles may be on the basis of temporary, term, or continuing (tenure). All of these academic ranks are "tenure track"- appointees are eligible for consideration for continuing appointment. For continuing appointment there are rigid requirements based upon rank, length of service and candidate's qualifications, and such continuing appointments are made by the Chancellor of the State University of New York upon the recommendation of the chief administrative officer of the campus. [By default, part-time is considered "**Qualified Academic Rank**" and such service does not count towards tenure even if it is rendered in one of these titles.]

SUNY's definition of Qualified Academic Rank Titles:

<https://www.suny.edu/hr/compensation/unclassified/other/qualified-academic-rank-titles/>

Qualified academic ranks are not "tenure track"- service in these titles do not count for meeting service requirements for continuing appointment even if appointees are subsequently appointed to academic rank. Appointees to Qualified Academic Rank are generally Lecturers who fulfill basic curricular needs but may not be assigned the full range of duties normally associated with academic rank appointees, particularly with regard to scholarship. They often have clinical assignments, have appointments supported by research grants, or are on visiting appointments with primary appointment at other colleges, universities, or campuses. By definition, **Qualified Academic Rank is: "Rank held by those members of the academic staff having titles of lecturer, or titles of academic rank preceded by the designations "clinical" or "visiting" or other similar designations.**



Faculty Request for Prior Service Credit Application

Before submitting this request for prior service credit, new tenure-track faculty should discuss it with their Department Chair to determine whether this course of action is in their best interest. As a reminder, this request **must be submitted at time of hire**. When completed, with all signatures obtained, please forward to:

To: Amy Plotner, Assistant Vice President for Human Resources
201 Culkin Hall, SUNY Oswego

Employee's Name: _____ Department: _____

Payroll Title: _____ Start Date: _____

After reviewing the sections of the referenced policies, and after reviewing continuing appointment requirements with my Department Chair, I hereby request approval for the credit for the following service:

Previous SUNY Campus	Payroll Title	Full Time (Y/N)	Inclusive date of employment MM/DD/YYYY- MM/DD/YYYY	Number of Years

Total Prior Service Credit Requested (Max= 3 years): _____yrs.

Employee's Name (Please print)

Date

Signature

Supervisor/Department Head's Signature

Date

Dean/Director's Signature

Date

Provost/Vice President's Signature

Date

President's Signature

Date

Upon receipt of this request, your prior service claim will be reviewed and verified by the staff of Human Resources. Thereafter, you will receive a letter (copied to your Supervisor/Department Head, Dean/Director, Provost/Vice President) confirming the crediting of your prior service and advising you of your new continuing appointment date.