

Academic Employee Request for Prior Service Credit

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

"In determining eligibility for continuing appointment ..., satisfactory full-time prior service in academic rank <u>at any other</u> accredited 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 VICE PRESIDENT FOR ACADEMIC AFFAIRS.

Please compleright to request of the offer of decision to grappointment e	time service shown below. I unde	ther your request sometiment must be represented by the request sometiment must be represented by the request of the request o	est for prior acasuch credit or if one a waiver), or e made by e credit. If three) of prior approved prior intment and that	ademic service credit or your waive you fail to return this form with you if you have no prior academic serand you may not be granh academic service credit based on or service credit will count toward the at I may withdraw any or all approve	er of your ur acceptance rvice, the ted a term ereby the full
	Previous Institution(s)	*Rank	Full Time	Inclusive dates of employment:	Yrs
	ν,		Y/N?	(mm/dd/yyyy-mm/dd/yyyy)	
☐ To be Comple	I have no prior service. ted by Dean or Director:	Signature	e		Date
I recommend:	approval disapproval of the	is request for p		service credit. My justification is at	tached. Date
•	ted by President or Vice Presider emic service credit requested above			_ years □disapproved	
	grant or deny continuing appointm	ent must be ma	ade by	and no term appointme	ent may
		Signature			Date
whole or in p the request in After careful	rvice credit approved by the Present, by your written request with the following format to the Direction and consideration, I have e. My record should now include _	in six months ector of Huma decided to wa	from the effect n Resources:	ctive date of appointment. You ar(s) of the prior service credit p	may submit
Print Na	ame	 Signatur	re		 Date