



## Application for Prior Service Credit

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Faculty hired on a tenure-track line, who have taught previously at another institution(s) and wish for those year(s) counted towards tenure, may fill out this application requesting Prior Service Credit. Please review the following requirements and complete the attached form and return with the Personnel Information Packet.

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 at the SUNY web site; for your convenience, their content has been copied into this document.

### **SUNY's policy on Service Credit:**

[http://www.suny.edu/sunypp/documents.cfm?doc\\_id=291](http://www.suny.edu/sunypp/documents.cfm?doc_id=291) *Locate Title B, 325.4, 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 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.

### **SUNY's definition of Academic Rank Titles:**

[http://www.suny.edu/hr/compensation/uclass\\_titles/academicranktitles.cfm](http://www.suny.edu/hr/compensation/uclass_titles/academicranktitles.cfm)

**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.)

These titles are in the unclassified service and in the SUNY Professional Services Negotiating Unit. Appointments to these titles are made by the chief administrative officer of the campus upon the recommendations of the appropriate academic committees and officers of the campus. The academic rank offered to an appointee depends upon the type of campus, the appointee's qualifications, and the criteria established for each rank by the department and campus in accordance with SUNY policies. **Within SUNY policies appointments to these titles may be on the basis of temporary, term, or continuing (tenure) appointments. 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:**

[http://www.suny.edu/hr/compensation/uclass\\_titles/qualifiedranktitles.cfm](http://www.suny.edu/hr/compensation/uclass_titles/qualifiedranktitles.cfm)

These titles are in the unclassified service and in the SUNY Professional Services Negotiating Unit. Appointments to these titles are made by the chief administrative officer of the campus upon the recommendations of the appropriate academic committees and officers of the campus. The qualified academic rank offered to an appointee depends upon the type of campus, the appointee's qualifications, and the criteria established for each qualified rank by the department and campus in accordance with SUNY

policies. Within SUNY policies appointments to these titles may be on the basis of temporary or term appointments but cannot be on the basis of continuing appointment. **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 appointments 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."**

So, for example, if a new hire had previously taught as an Assistant Professor elsewhere for one year, that individual could complete the application requesting Prior Service Credit and submit that to their academic Chair. On the other hand, if the new hire has worked as a **Visiting Assistant Professor**, he or she cannot receive prior service credit. As you will read in the definitions offered, such an individual has held a qualified academic rank and that time cannot count towards tenure.

The granting of credit for prior service makes one eligible for continuing appointment sooner than otherwise would be the case. Requests for such credit are acted upon only if the applicant is being hired for a tenure-track position. You should consult with your Chair prior to submitting this form to determine whether this course of action is in your best interest.

To the President of SUNY Oswego:

I (print name) \_\_\_\_\_ wish to petition for \_\_\_\_\_ years of prior service credit on the basis of my full-time serve at:

Name of Institution(s)	Rank Held	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature \_\_\_\_\_ Date \_\_\_\_\_

**AGENCY USE**

Number of Years Recommended \_\_\_\_\_ Dept. Chair's Signature \_\_\_\_\_

Number of Years Recommended \_\_\_\_\_ Dean's Signature \_\_\_\_\_

Comments:

Number of Years Granted \_\_\_\_\_ Provost's Signature \_\_\_\_\_