



**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 **at any other** 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 right to request such credit. If you waive your right to request such credit if you fail to return this form with your acceptance of the offer of appointment (the University will consider that to be a waiver), or if you have no prior academic service, the decision to grant or deny you a continuing appointment must be made by \_\_\_\_\_ and you may not be granted a term appointment extended beyond \_\_\_\_\_.

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**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)	*Rank	Full Time Y/N?	Inclusive dates of employment: (mm/dd/yyyy-mm/dd/yyyy)	Yrs