

SUNY FREDONIA

Request for Prior Service Credit – ACADEMIC Position

Procedures

1. If you wish to request consideration for prior service credit, complete this form and submit it to the Director of Human Resources within 30-days of the date on which your initial appointment to SUNY Fredonia is effective.
2. You will be notified of the decision regarding your prior service credit request by the Provost and Vice President for Academic Affairs.

In accordance with Article XI, Title B of the *Policies of the Board of Trustees*, I request consideration for credit for prior service.

NAME _____ DEPARTMENT _____

Cite previous, full-time, academic rank service at an accredited institution for which prior service credit is requested. A maximum of three years service may be credited upon initial appointment at the discretion of the Chancellor or his designee.

INSTITUTION _____

ADDRESS _____

DEPARTMENT _____ TITLE _____

PERIOD OF FULL-TIME SERVICE _____ to _____
Month/Year Month/Year

INSTITUTION _____

ADDRESS _____

DEPARTMENT _____ TITLE _____

PERIOD OF FULL-TIME SERVICE _____ to _____
Month/Year Month/Year

Signature _____ Date _____