

SUNY FREDONIA

**Request for Prior Service Credit – Non-teaching Professional Position**

Procedures

1. If you wish to request consideration for prior service credit, complete this form and forward it to the Director of Human Resources for review and processing.
2. You will be notified in writing of the decision regarding your prior service credit request by your divisional Vice President.

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

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

Cite previous *full-time* service in a Professional title at an accredited institution for which prior service credit is requested. *A maximum of three years* service may be credited.

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 \_\_\_\_\_