

## Credit Validation Request Guidelines

For initial term appointments, the Credit Validation Request must be completed within 60 days of the initial date of employment. Any request for additional credit for experience must be made in writing to the President within six months of the initial date of appointment (*SUNY Policies of the Board of Trustees*).

***Note: Deans must discuss the importance of this form with newly appointed faculty. Explanation should be given for how the years of prior experience recognized for continuing appointment affect timeline for reappointments, continuing appointment, and promotion.***

### **Part I. Experience**

- A. A maximum three years credit may be given for prior service for continuing appointment. Must be satisfactory full time service in academic rank at other accredited academic institution of higher education (*SUNY Policies of the Board of Trustees*) (does not include part time equivalent).

***Note: With initial appointment as Associate Professor or Professor, continuing appointment must be within three years. Continuing appointments at other ranks (Instructor and Assistant Professor) must be within seven years.***

### **Part II. Degrees, Licenses**

- B. Degrees Conferred  
- Official transcript(s) must be attached to the credit validation request.
- C. Professional Licenses  
- Official documentation must accompany the credit validation request.

### **Part III. Approvals**

After all required signatures have been obtained, the original credit validation form and supporting documentation is forwarded to Human Resources with copies distributed to all signatures.

### **Part IV. Accuracy**

Newly appointed faculty person's signature affirming that he/she has read the foregoing credit validation and the information is true to his/her own knowledge.

May 5, 2015