



**The College at Brockport  
State University of New York**

**Category:**

Office of Human Resources

**Responsible Office:**

Human Resources

**Policy Title:**

Prior Service

**Policy:**

**Academic Employees** (Article XI, Title B. Section 3 d)

In determining eligibility for continuing appointment, 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. Waiver of prior service is not applicable to SUNY service.

**Special Considerations:**

- Academic employee appointees may claim eligible prior service credit from any accredited academic institution of higher education
- Prior SUNY service, meeting the criteria of B.O.T Policies, cannot be waived. Maximum credit is three years and will reduce the number of years of service required for tenure for junior academic rank appointees.
- Prior service is not an issue for appointees to senior academic rank (Associate Librarian, Librarian, Associate Professor, or Professor) since they may be granted tenure at any time and must be granted tenure if reappointed in academic rank after three years of service

**Professional Employees** (Article XI, Title C. Section 4c)

In determining eligibility for permanent appointment, satisfactory, full-time prior service in a professional title at any one college of the University may, at the request of the professional employee 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 another 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.

**Special Considerations:**

- Professional employee appointees may **only** claim eligible prior service from four-year SUNY institutions. Community college service is not eligible.
- Verified and approved prior service will reduce the number of years of service required for permanent appointment

### **Classified Employees**

Once classified service employees are appointed to permanent status, their original permanent appointment date stays with them throughout their career in state service.

### **Special Considerations:**

- Classified service employees who transfer to your institution from other state agencies may have greater seniority than classified service employees already serving within the unit.

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### **Procedure:**

For academic and professional employees, appropriate prior service request forms are enclosed with the employee's new hire contract letter. Requests are made at the time of appointment.

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### **Forms: \_**

[Prior Service Request – Academic Employees](#)

[Prior Service Request – Professional Employees](#)

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### **Reference(s):**

Trustees Policies, Article XI, Title B. Section 3(d), Title C. Section 4(c), and Civil Service Law