

## FACULTY PRIOR SERVICE CREDIT

### POLICY SUMMARY

When faculty members are hired, Northern Arizona University may recognize and award Prior Service Credit that may be used to meet promotion eligibility requirements. Prior Service Credit must be awarded at the time of hire, must be documented in each candidate's offer letter, and is limited to a maximum of three years. Academic hiring officials may include the potential award of qualifying Prior Service Credit in negotiations with job candidates.

### REASON FOR THIS POLICY

This policy is necessary to establish the administrative framework by which the University recognizes and awards Prior Service Credit.

### ENTITIES AFFECTED BY THIS POLICY

- All academic units

### WHO SHOULD KNOW THIS POLICY

- All academic administrators and officials
- Dean office search liaisons
- Faculty member candidates

### DEFINITIONS

**Prior Service Credit:** measured in years, relevant academic work experience that is essentially the same as the faculty role (*i.e.*, a similar role with highly comparable responsibilities, duties, and expectations) into which a new faculty member is hired that is accepted by the University as fulfillment of the years of service requirement necessary for promotion.

### POLICY

#### A. Applicability

This policy applies to all faculty positions at all University service locations. This policy applies retroactively and will supersede any open job candidate negotiations that are ongoing as of its "Last Revised" date.

#### B. General

1. Faculty members are eligible for the award of a maximum of three (3) years of Prior Service Credit upon acceptance of a faculty position at the University.
2. Only full-time continuous teaching, service, or research employment experience at the University, or at a comparable institution similarly situated to the University, qualifies for the award of Prior Service Credit.

3. Post-doctoral fellowships, graduate assistantships (whether teaching or research) or other similar training experiences do not qualify and are not eligible for the award of Prior Service Credit.
4. Faculty entering clinical track or practice track positions are not eligible to receive Prior Service Credit regarding faculty promotion for their clinical or practice experiences. These clinical or practice experiences apply when considering eligibility for these unique faculty roles, but do not apply for purposes of promotion within the faculty role.
5. University faculty who have served as instructors at the University and are reclassified as lecturers may request an award of Prior Service Credit for time served as an instructor, provided, however, that their responsibilities as an instructor are equivalent to their responsibilities as a lecturer. The award of Prior Service Credit in these circumstances may only occur at the time of the employee's reclassification.
6. Pursuant to Section 1.2.1 of the *Conditions of Faculty Service*, any Prior Service Credit that will later be counted toward promotion must be agreed to by newly hired faculty members and the University at the time of hire. Accordingly, the agreed to amount of Prior Service Credit, if any, must be stated in each faculty candidate's letter of offer.
7. The Vice Provost for Faculty Affairs is responsible for administering and ensuring compliance with this policy for all faculty positions across the University, regardless of campus or location of assignment.

#### C. Documentation and Approval

All decisions to award Prior Service Credit must be appropriately documented and approved in advance in writing by the relevant chair and dean (or equivalents). Additionally, pursuant to Appendix C of the *Conditions of Faculty Service*, the Provost must approve all awards of Prior Service Credit.

## RESPONSIBILITIES

**Chairs, Deans, and Provost:** conduct the faculty hiring process and award Prior Service Credit in accordance with this policy.

**Vice Provost for Faculty Affairs:** administers and ensures compliance with this policy.

## PROCEDURES

There are no procedures associated with this policy.

## RELATED INFORMATION

### Forms or Tools

There are no forms or tools associated with this policy.

### Cross-References

[Conditions of Faculty Service](#)

### Sources

There are no external sources associated with this policy.

## APPENDIX

None.