

Office of the Provost

Memo

August 12, 2019

To: Academic Deans
From: Roger Bounds, Vice Provost for Academic Personnel
CC: Diane Stearns, Provost

RE: **Guidelines for considering and/or awarding prior service credit for faculty.**

The following guidelines were previously distributed: 7/24/17, and revised on 5/18/18 and **5/9/2019**.

When a new faculty member at NAU has prior relevant academic experience that is essentially the same as the faculty role into which the new faculty member is being hired, such experience may be credited as the equivalent of a specified number of years toward fulfillment of the years in service need for promotion. **The maximum amount of relevant academic experience that may be awarded is 3 years.** Consideration of prior service credit should be included in the initial letter of offer such that it clearly articulates the years awarded and the mandatory date of application for Promotion/Tenure (TT lines) or the earliest date of application for promotion (NTT lines).

Generally, only full-time continuous service at another university in a similar role that includes equivalent teaching, service, and research (*for TT/T lines*) expectations will be considered for prior credit. Post-doctoral fellowships, graduate assistantships (teaching or research), or other similar training experiences should not be considered for prior credit, unless approved by the provost and only when the experience can be documented as comparable to the new faculty role. Additionally, faculty entering into the clinical track positions or practice track position should not be given prior credit towards faculty promotion for their clinical or practice experiences. Those clinical or practice experiences apply to the eligibility for that unique faculty role, but should not apply towards promotion within the faculty role. Those NAU faculty who have served as an Instructor at NAU and are reclassified to a Lecturer may request prior credit for time served as an Instructor as long the responsibilities as an instructor are the same as a lecturer. Moving forward from 5/18/18, this prior credit must be documented and approved by the Chair, Dean, and Provost at the time of the reclassification.

Process:

For tenure-eligible positions, COFS (1.2.1) states any prior credit to be counted towards promotion and/or tenure must be agreed to in writing **at the time of hire (i.e. stated in the letter of offer)**. The same expectation applies to NTT faculty lines.

COFS Appendix C.11 requires consultation with the Provost (or Designee) for decisions related to prior credit. Currently, a hiring streamline pilot project that began in October of 2015 delegates the decision

about prior credit to the Deans. The guidelines articulated above should govern those delegated decisions. Any prior credit consideration not directly aligned with the above guidelines must be approved by the provost (or VPAP) prior to negotiation with the candidate.