

According to [section 3.4.3 of the Faculty Handbook](#), at the time of a faculty member's initial appointment, the department head or chair notifies the new faculty member's standing regarding tenure system. Excepting temporary appointments with limited terms, the faculty appointees are given clear notice of when their appointments will be considered for renewal and when consideration for tenure will be given.

In this latter calculation, appropriate full-time service in another accredited four-year American college or university is credited toward probationary service at Virginia Tech only if the appointed faculty member requests such credit.

In such a request, all prior service is presented if undertaken after the faculty member completes the terminal degree appropriate to the field. A maximum of three years may be credited toward probationary service at Virginia Tech. The request must be made in writing within one year of the initial appointment. The specification of credit for prior service toward the probationary period is subject to the approval of the provost on the recommendation of the department head or chair and dean.

Faculty Member Name \_\_\_\_\_

Faculty Member Title \_\_\_\_\_

Faculty Member VT ID Number \_\_\_\_\_

Faculty Member Department \_\_\_\_\_

Number of years of credit requested  
(up to 3) \_\_\_\_\_

Additional details regarding prior credit:

Name of University	Faculty Rank Held	Number of Years

Other Notes:

\_\_\_\_\_  
Faculty Member signature Date

**Approvals:**

\_\_\_\_\_  
Department Head signature Date

\_\_\_\_\_  
Department Head name (please print)

\_\_\_\_\_  
Dean signature Date

\_\_\_\_\_  
Executive Vice President and Provost signature Date