

According to [section 3.4.3 and 14.4.3 of the Faculty Handbook](#), at the time of the initial appointment, the department head or chair notifies the new faculty member of their tenure or continued-appointment status. Excepting temporary appointments with limited terms, the faculty appointees are given clear notice of the length of the term of their initial appointment, and the length of the probationary period until mandatory consideration for tenure or continued appointment.

Credit for prior service toward the probationary period may be granted for service in another accredited four-year college or university but only if the faculty member requests such credit. In such a request, the faculty member provides documentation for all prior service undertaken after the completion of 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 the dean.

Please submit this completed form to Faculty Affairs (facultyaffairs@vt.edu) for review and approval by the Office of the Executive Vice President and Provost.

Faculty Member Name _____

Faculty Member Title _____

Last 4 digits of 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