

Effective: Fall 2020

**Procedure:  
PRIOR SERVICE CREDIT REQUEST**

**Approved: August 19, 2020  
Deans' Council**

Definition:

1. Dean: As used in this procedure, includes both the college deans and those administrators who serve as dean-designees for faculty departments.

Procedure:

1. The 2019-2023 Collective Bargaining Agreement (CBA) Article 15.B, Tenure states that prior service credit may be granted toward a faculty's probationary period, as follows:
 

Only the full-time employment at the University in a non-temporary position shall be considered in computing the probationary period, except that time spent in a temporary or regular part-time, temporary full-time or regular full-time position at any UNIVERSITY or any other regionally accredited or internationally acclaimed four year institution of higher education may, on the recommendation of the department and approval of the President, be counted toward the required probationary period ... No FACULTY MEMBER will be granted tenure unless they have met the minimum qualifications for the rank of assistant professor as set forth in applicable laws.

  - A. Minimum qualifications for the rank of assistant professor are: four years of teaching experience; in addition, either a master's degree plus ten semester hours of graduate credit or an earned doctorate or recognized equivalency.
  
2. The Millersville University policy "Tenure Statement," in the section "Crediting Temporary Service Towards Probationary Period," specifies additional criteria: the faculty member must have already served two years in regular probationary status at Millersville University; engaged in in teaching or professional responsibilities, scholarship/creative activity and university service; and received full evaluations during each of the semester(s) being requested for prior service credit.
  - A. See CBA, Article 12.C.1.b, for what constitutes a full evaluation; at minimum, this includes student evaluations, peer and chair observations and a curriculum vitae from the faculty member; and the evaluations written by the department evaluation committee, the chairperson and the dean.

3. At least 90 days before the applicable promotion or tenure application deadline, the faculty member should request a recommendation from their department that prior service credit be granted toward the probationary period. At the same time, the faculty member should also notify the dean of this request.

The dates by when the faculty should make the request are as follows:

- A. For promotion candidates, by September 15
  - B. For fall hires applying for tenure, by October 1
  - C. For spring hires applying for tenure, by February 1
4. To make the request, the faculty member should provide their department chair with a memorandum documenting their request for prior service credit and providing statements of justification for why they believe the prior service credit should be granted for the semester(s) requested. The faculty member's request should address the three areas of performance identified in Article 12 of the CBA:
    - A. Effective Teaching and Fulfillment of Professional Responsibilities
    - B. Continuing Scholarly Growth and Professional Development
    - C. Service: Contribution to the University and/or Community
  5. The faculty member can refer to the CBA, Article 12.B, the Millersville University Tenure Statement and the Millersville University Promotion Statement for examples of the kinds of activities that contribute to each of the categories above.
  5. The faculty should include with the request memorandum background materials that provide evidence of their activities, for each semester of credit being requested.
    - A. For prior service performed at Millersville University or other PASSHE universities, the faculty member must include the following:
      - (1) Evidence of workload (e.g., copies of appointment letters), such that it can be determined if the faculty member's status was full- or part-time.
      - (2) The full evaluation(s) for the semester(s) being requested must be provided. (See 2.A above.)
    - B. For prior service performed at a non-PASSHE university, but a regionally accredited or internationally acclaimed institution, the faculty member must include evidence provided by that institution (e.g., registrar, dean, chairperson) for the following:
      - (1) Workload (e.g., copies of appointment letters or other documentation provided by the institution), such that it can be determined if the faculty member's status was full- or part-time
      - (2) Course number and title, semester and year for each course taught
      - (3) Comparable materials to those required by the CBA for a full evaluation, for each semester of credit requested
  7. After review of the faculty member's request and background materials, the chairperson should submit a written recommendation to the dean on behalf of the department.

- A. If the faculty member who is requesting prior service credit is the department chair, the department should appoint an acting chair for the evaluation process per the CBA and Millersville University policy "Requesting Extra-Departmental Committee Members and Acting Chairpersons, and Changes to Departmental Evaluation Committees."
5. After review of the chairperson's recommendation and the faculty member's request and background materials, the dean should prepare a memorandum to the provost summarizing the material relative to the faculty member's performance during the period of service for which credit is being requested. The dean is expected to prepare a thorough summary, including details and analysis of the documentation presented. The dean may request more information from the faculty member to assist with the analysis and review. The dean should submit their recommendation with all background materials to the provost for review.
6. The provost will review the recommendations from the dean and department. Upon review, the provost will submit the documentation to the university president, along with the provost's recommendation for the president's approval or denial of prior service credit.
7. Upon the provost's receipt of the president's decision, the provost shall notify the faculty member, with copies to the department chairperson, the dean, Human Resources, APSCUF-MU, and the chairperson of the University-wide Promotion and Tenure Committee.