

**SOUTH DAKOTA BOARD OF REGENTS
REQUEST FOR PRIOR SERVICE CREDIT**

Name _____ Date _____

Position _____ Institution BHSU

Number of Years of Prior Service Credit Toward Tenure Requested: _____

NOTE: Prior service credit toward tenure does not have to be awarded at the time of initial hire. The Board of Regents strongly suggests that faculty members submit requests for prior service credit toward tenure only after the faculty member has assembled a complete portfolio for tenure review.

Brief Justification for Request (attach additional documentation):

I understand that granting of prior service credit does not reduce the performance expectations necessary to be met for tenure to be granted and also that granting of prior service credit will reduce the time available for me to build a portfolio for tenure review. I understand that no one is authorized to suggest that the performance expectations will be reduced or otherwise modified for me and that I, by receiving prior service credit, assume the full challenge to meet the requirements for a tenure appointment. With full knowledge of such accountability, I hereby request that I be granted prior service credit.

SIGNATURE:

Employee Date _____

Recommend approval for _____ years prior service credit toward tenure:

Dean/Director Date _____

Vice President Date _____

President Date _____