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| **INFORMATION –** Prior to finalizing the memo, please remove this section.**PURPOSE –** To document an offer of prior service credit toward promotion eligibilityfor a **fixed-term** academic faculty member. **Do not issue this memo when the no prior service credit is being offered.****IMPORTANT –** Units should keep documentation on the rationale for the amount of prior service credit being granted as it could have implications for future hires with similar records. *Revised: November 29, 2021, University Human Resources, ELR* |

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| --- | --- |
| Date: |  |
| To: |  |
| From:  |  |
| Subject: | Prior Service Credit |

This memo serves to document the award of prior service credit towards promotion eligibility for your [9-month / 12-month] fixed-term appointment as [RANK] at Oregon State University as noted below, and will serve as an official record for your personnel file.

[UNIT/COLLEGE NAME] leadership has undertaken a review of your CV and other artifacts detailing your previous and related experience. Per this review, the College of [COLLEGE] is providing YEARS (#) years of prior service credit towards promotion eligibility.

Please contact your unit leader with any questions or concerns.

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[Unit Head Name] Date

[Title]

CC: Personnel File

 Dean’s Office

 Academic HR Officer