

Commission on Faculty Affairs

RESOLUTION TO REVISE FACULTY HANDBOOK TO REMOVE SECTIONS ON PRIOR SERVICE CREDIT CFA 2026-27A

Resolution Proposal Form Sent to University Council Cabinet	DateSeptember 8, 2026
First Reading by Commission	DateSeptember 18, 2026
Approval by Commission	Date
First Reading by Senate	Date
Approval by Senate	Date
Faculty Senate Comment	Date
Staff Senate Comment	Date
Administrative and Professional Faculty Senate Comment	Date
Graduate and Professional Student Senate Comment	Date
Undergraduate Student Senate Comment	Date
First Reading, University Council	Date
Approved, University Council	Date
Approved, President	Date
Approved, Board of Visitors	Date
Effective Date	Upon Approval or Date

WHEREAS, the *Faculty Handbook* currently includes provisions allowing the award of prior service credit toward the probationary period for tenure-track and continued-appointment-track faculty; and

WHEREAS, these provisions were developed at a time when faculty members were generally expected to serve the full probationary period before becoming eligible for tenure or continued appointment; and

WHEREAS, the university's current promotion, tenure, and continued appointment processes permit faculty members to be considered for promotion, tenure, or continued appointment in advance of their mandatory review year; and

WHEREAS, it has become common practice for faculty members to undergo successful review in a non-mandatory year without first receiving prior service credit; and

WHEREAS, the ability to seek promotion, tenure, or continued appointment before the mandatory review year provides faculty members with the same practical flexibility that prior service credit was originally intended to provide; and

WHEREAS, maintaining separate provisions for prior service credit creates unnecessary complexity and can lead to confusion regarding probationary periods, review timelines, and eligibility for promotion, tenure, or continued appointment; and

WHEREAS, eliminating prior service credit provisions would better align the *Faculty Handbook* with current university practice and simplify the administration of promotion, tenure, and continued appointment reviews;

NOW, THEREFORE, BE IT RESOLVED, that the provisions of the Faculty Handbook authorizing prior service credit for tenure-track and continued-appointment-track faculty, sections 3.6.1.2 Guidelines for the Calculation of Prior Service, and 4.5.1.1 Guidelines for the Calculation of Credit for Prior Faculty Service, be removed; and

BE IT FURTHER RESOLVED, that faculty members shall remain eligible to seek promotion, tenure, or continued appointment in any year in which they and their academic unit determine that they are prepared for review, subject to the procedures and requirements otherwise established in the *Faculty Handbook*; and

BE IT FURTHER RESOLVED, that these amendments are intended to simplify university policy, eliminate unnecessary administrative distinctions, and align the *Faculty Handbook* with current institutional practice.

~~3.6.1.2 Guidelines for the Calculation of Prior Service~~

~~For more information, consult Request for Credit for Prior Service Toward Probationary Period.~~

~~At the time of a faculty member's initial appointment, the department head, chair, or school director notifies the new faculty member of their standing regarding the tenure system, including when the appointment will be considered for renewal and length of the probationary period until mandatory consideration for tenure.~~

~~Credit for prior service toward the probationary period may be granted for appropriate 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 presents 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, chair, or school director and the dean.~~

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~~4.5.1.1 Guidelines for the Calculation of Credit for Prior Faculty Service~~

~~For more information, consult the Request for Credit for Prior Service Toward Probationary Period form.~~

~~At the time of a faculty member's initial appointment to the University Libraries, the dean notifies the new faculty member of the faculty member's status regarding continued appointment.~~

~~Excepting temporary appointments with limited terms, the faculty appointee is given clear notice of when their appointment will be considered for renewal and, if on the continued appointment track, when consideration for continued appointment 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 dean of University Libraries.~~