

Hire with Tenure Credit Form

Name:

Employee ID:

Job Title:

Administrative Title (if app.):

College:

Anticipated Hire Date:

Tenure Home Unit:

- Please attach a brief memo that outlines the rationale for hiring this candidate with tenure credit.
- Is this candidate bringing external funding with them to UCF?

It is our recommendation that _____ receive _____ years of tenure credit upon hire.

Department Chair/School Director Signature

Dean Signature

FOR PERSONNEL ADMINISTRATION USE ONLY:

Approved

Years of tenure credit

Not Approved

Provost/Provost Designee Signature

Per UCF Regulation 3.015, faculty members may request in writing to rescind tenure credit. Please see [Tenure Clock Adjustment Form](#) for recensions.

Submit completed form, soft offer letter and CV via email to Personnel Administration at acadadm@ucf.edu for pre-review and approval prior to extending an unofficial offer to the prospective candidate. Please be sure to include this form with the hiring documentation.