



Name: \_\_\_\_\_ Employee ID (if available): \_\_\_\_\_

Job Title: \_\_\_\_\_ Administrative Title (if applicable): \_\_\_\_\_

College: \_\_\_\_\_ Anticipated Hire Date: \_\_\_\_\_

Dept./Unit Offering Tenure Credit: \_\_\_\_\_ Requesting \_\_\_\_\_ years of tenure credit.

**Please attach a brief memo that outlines the rationale for hiring this candidate with tenure credit.**

It is my recommendation that \_\_\_\_\_ receive \_\_\_\_\_ years of tenure credit upon hire.

\_\_\_\_\_  
Department/Unit Head Name (Printed)                      Department/Unit Head Signature                      Date

\_\_\_\_\_  
Dean Name (Printed)    Dean Signature    Date

**FOR PERSONNEL ADMINISTRATION USE ONLY:**

Approved  \_\_\_\_\_ years of tenure credit                      Not Approved

\_\_\_\_\_  
Provost/Provost Designee Name (Printed)                      Provost/Provost Designee Signature                      Date

**Per UCF Regulation 3.015, faculty members may request in writing to rescind such credit.**

Submit completed form via email to Personnel Administration at [acadadm@ucf.edu](mailto: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.