


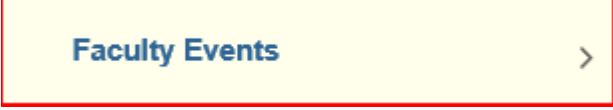






**FE105.06\_Change in Tenure Status**

| Step | Action  |
|------|---|
| 1.   | Click the <b>NavBar</b> button.<br>  |
| 2.   | Click the <b>Navigator</b> button.<br>   |
| 3.   | Click the <b>Workforce Development</b> menu.<br>  |
| 4.   | Click the <b>Faculty Events</b> menu.<br>  |
| 5.   | Click the <b>Calculate Tenure</b> menu.<br>  |
| 6.   | Click the <b>Create Tenure Data</b> menu.<br>  |
| 7.   | Enter the Employee ID into the <b>Empl ID</b> field. Enter " <b>0103167</b> ".<br>Empl ID <input type="text" value="begins with"/> <input type="text"/>   |
| 8.   | Press <b>[Enter]</b> or click <b>Search</b> .   |
| 9.   | A change in Tenure Status requires a new effective-dated row.<br>Click the <b>Add a new row at row 1 (Alt+7)</b> button.<br> |



| Step | Action   |
|------|--|
| 10.  | Enter the desired information into the <b>Effective Date</b> field. Enter " <b>9/1/2017</b> ".<br>Effective Date <input type="text" value="9/1/2017"/>   |
| 11.  | Click the <b>Tenure Status</b> list.<br>Tenure Status <input type="text" value="Not Tenured on Track"/>  |
| 12.  | Select the new <b>Tenure Status</b> from the drop down.<br><input type="text" value="Not in a Tenure Type Position"/>  |
| 13.  | Click in the <b>Tenure Status Date</b> field.<br>Tenure Status Date <input type="text"/>   |
| 14.  | Enter the desired information into the <b>Tenure Status Date</b> field. Enter " <b>9/1/2017</b> ".<br>Tenure Status Date <input type="text"/>  |
| 15.  | After entering the Tenure Status Date, the <b>Rank Change Date</b> may automatically change to reflect the same date. You will have to manually change this date back to the previous Rank Change Date. View the previous row to obtain the last Rank Change Date and update this Rank Change Date field.<br><br>*Rank Change Date <input type="text" value="09/01/2017"/> |
| 16.  | Click the <b>Change Reason</b> list.<br>Change Reason <input type="text" value="Promotion"/>   |
| 17.  | Click the <b>Change Tenure Status</b> list item.<br><input type="text" value="Change Tenure Status"/>  |
| 18.  | Click the <b>Notes</b> link.<br><input type="text" value="Notes"/>   |
| 19.  | Enter an explanation for the change in tenure status in the <b>Comment</b> field. Enter " <b>Explain change in status</b> ".<br>Comment<br><input type="text"/>  |
| 20.  | Click the <b>OK</b> button.<br><input type="text" value="OK"/>   |



| Step | Action   |
|------|--|
| 21.  | Click the <b>Save</b> button.<br> |
| 22.  | This concludes how to record a change in tenure status for a faculty member.<br><b>End of Procedure.</b>           |