













FE105.08_Change in Faculty Member Home Department

Step	Action
1.	Click the NavBar button. 
2.	Click the Navigator button. 
3.	Click the Workforce Development menu. 
4.	Click the Faculty Events menu. 
5.	Click the Calculate Tenure menu. 
6.	Click the Create Tenure Data menu. 
7.	Enter the Employee ID into the Empl ID field. Enter " 0096659 ". Empl ID <input type="text" value="begins with"/> <input type="text"/>
8.	Press [Enter] or click Search .
9.	Make sure the department change has been completed in Job Data first. Click the View Job Data button. 



Step	Action
10.	Verify the effective date for the Department change. Click the OK button. 
11.	To reflect the home department change, add a new effective-dated row. Click the Add a new row at row 1 (Alt+7) button. 
12.	Enter the Effective Date (same as the Effective Date in Job Data) into the Effective Date field. Enter " 8/1/2017 ". Effective Date 
13.	Click the Look up CIP Teaching Code (Alt+5) button. 
14.	Enter the desired information into the CIP Code field. Enter " 40 ". CIP Code  
15.	Click the Look Up button. 
16.	Select the new CIP Teaching Code if it is changing due to the Home Department change. Click the 400501 link. 
17.	Click the Look up *Rank Tenure Home (Alt+5) button. 
18.	Select the new department. Click the Chemistry link. 
19.	Click the Change Reason list. Change Reason 
20.	Click the Reorganization or the Transfer list item for a change in Home Department. 



Step	Action
21.	Click the Notes link. 
22.	Enter an explanation why you made a change to the faculty member's home department into the Comment field. Enter " Reorganization ". Comment 
23.	Click the OK button. 
24.	Click the Save button. 
25.	The home department of your faculty member has now been updated for Rank and Tenure. End of Procedure.