









**FE105.09_Awarding Tenure**

Step	Action
1.	Click the NavBar button. 
2.	Click the Navigator button.  Navigator
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 " 0265670 ". Empl ID <input type="text" value="begins with"/> <input type="text"/>
8.	Press [Enter] or click Search .
9.	Upon the award of tenure, add a new effective-dated row. Click the Add a new row at row 1 (Alt+7) button. 



Step	Action
10.	Click in the Effective Date field. Effective Date <input type="text" value="06/05/2017"/>
11.	Enter the date tenure is awarded into the Effective Date field. Enter " 8/1/2017 ". Effective Date <input type="text" value="8/1/2017"/>
12.	Click the Tenure Status list. Tenure Status <input type="text" value="Not Tenured on Track"/>
13.	Click the Tenure list item. Tenure <input type="text"/>
14.	Click the Change Reason list. Change Reason <input type="text" value="Conversion"/>
15.	Click the Tenure list item. Tenure <input type="text"/>
16.	Click in the Tenure Status Date field. Tenure Status Date <input type="text"/>
17.	Enter the desired information into the Tenure Status Date field. Enter " 8/1/2017 ". Tenure Status Date <input type="text"/>
18.	Click in the Granted Date field. Granted Date <input type="text"/>
19.	Enter the desired information into the Granted Date field. Enter " 8/1/2017 ". Granted Date <input type="text"/>
20.	Click the Notes link. Notes
21.	Enter any notes you wish to capture into the Comment field. Enter " Awarded tenure notes ". Comment <input type="text"/>
22.	Click the OK button. <input type="button" value="OK"/>



Step	Action
23.	Click the Save button. 
24.	This concludes awarding tenure to a faculty member. End of Procedure.