









FE105.10_Awarding Tenure and Promotion in Same Cycle

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 " 0265662 ". Empl ID <input type="text" value="begins with"/> <input type="text"/>
8.	Press [Enter] or click Search
9.	Click the Add a new row at row 1 (Alt+7) button. 



Step	Action
10.	Enter the effective date of the promotion and tenure award into the Effective Date field. Enter " 8/1/2017 ". Effective Date <input type="text" value="8/"/>
11.	Click the Tenure Status list. Tenure Status <input type="text" value="Not Tenured on Track"/>
12.	Click the Tenure list item. Tenure _____
13.	Click the Look up Home Rank (Alt+5) button. 
14.	Select the new rank. Click the Professor link. <input type="text" value="Professo"/>
15.	Click in the Tenure Status Date field. Tenure Status Date <input type="text"/>
16.	Enter the Effective Date for tenure into the Tenure Status Date field. Enter " 8/1/2017 ". Tenure Status Date <input type="text" value="8/"/>
17.	Click in the Rank Change Date field. Rank Change Date <input type="text"/>
18.	Enter the effective date of the promotion into the Rank Change Date field. In this case, Effective Date, Tenure Status Date, and Rank Change Date should be the same. Enter " 8/1/2017 ". Rank Change Date <input type="text" value="8/"/>
19.	Click the Change Reason list. Change Reason <input type="text" value="Conversion"/>
20.	Click the Promotion and Tenure list item. Promotion and Tenure _____
21.	Click in the Granted Date field. Granted Date <input type="text"/>



Step	Action
22.	Enter the date tenure was granted into the Granted Date field. Enter " 8/1/2017 ". Granted Date <input type="text" value="8/"/>
23.	Click the Notes link. <input type="button" value="Notes"/>
24.	Enter the notes about the promotion and tenure into the Comment field. Enter " Promotion and tenure ". Comment <input type="text" value="Pr"/>
25.	Click the OK button. <input type="button" value="OK"/>
26.	Click the Save button. <input type="button" value="Save"/>
27.	Click the Return to Search button. <input type="button" value="Return to Search"/>
28.	This concludes awarding promotion and tenure in the same cycle. End of Procedure.