





MFE101.01_Create Tenure Data for New Faculty Member

| Step | Action |
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| 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. | Click in the Empl ID field. Empl ID <input type="text" value="begins with"/> <input type="text"/> |
| 8. | Enter the EMPLOYEE ID into the Empl ID field. Enter a valid value e.g. " 1000323 ". Empl ID <input type="text" value="begins with"/> <input type="text"/> |







| Step | Action |
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| 9. | Press [Enter] or click Search . <u>Jack Dawson</u> |
| 10. | To get the effective date of hire, you can look at the faculty member's job data. Click the View Job Data button. View Job Data |
| 11. | The effective date on the Job Data - Work Location panel is the date of hire. Click the OK button. OK |
| 12. | Click in the Effective Date field. Effective Date <input type="text"/> |
| 13. | Enter the desired information into the Effective Date field. Enter a valid value e.g. " 6/1/2017 ". Effective Date <input type="text"/> |
| 14. | Click the Look up CIP Teaching Code (Alt+5) button.  |
| 15. | Enter the desired information into the CIP Code field. Enter a valid value e.g. " 260 ". CIP Code <input type="text" value="begins with"/> <input type="text"/> |
| 16. | Click the Look Up button. Look Up |
| 17. | Click the CIP Teaching code for the faculty member. Biology/Biological Sciences, General |
| 18. | Click the Tenure Status list. Tenure Status <input type="text" value=""/> |
| 19. | When you select the Tenure Status, the Tenure Status Date, Rank Change Date, Tenure Track Start Date, and Rank Tenure Home will prepopulate from Job Data with the effective date of hire. Click the Not Tenured on Track list item. Not Tenured on Track |



| Step | Action |
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| 20. | Verify the Home Rank. Home Rank <input type="text" value="002"/> |
| 21. | Verify the Tenure Status Date is correct. This date should match the effective date of hire. Tenure Status Date |
| 22. | Click the Calendar Rank Change Date (Alt+5) button.  |
| 23. | The Rank Change Date should match the effective date of hire. Click the 1 object. <input type="text" value="1"/> |
| 24. | Click the Change Reason list. Change Reason <input type="text" value=""/> |
| 25. | New hires should have a Change Reason of "New." Click the New list item. New |
| 26. | The Tenure Track Start Date is only populated for faculty with a tenure status of "Not Tenured on Track." Verify and/or update the date the faculty member began their tenure track. If hired during the fiscal/academic year (i.e., after 7/1 or 8/1 respectively), the entire year will count when the tenure calc process is run - the faculty member will receive credit for the entire fiscal/academic year. This can be the effective date of hire if it is to count, or it should be the start of the fiscal/academic year their tenure clock should begin. Tenure Track Start Date <input type="text" value="06/01/2017"/> |
| 27. | Verify the Rank Tenure Home ID is correct. *Rank Tenure Home <input type="text" value="1008335"/> |
| 28. | The Service Calc Group field may pre-populate. To change this, select the drop down and choose the appropriate group based on the faculty appointment type - Fiscal or Academic. Service Calc Group |











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| 29. | Do not enter data into the Committed FTE field. FTE can be reviewed through by clicking on View Job Data in the right corner of the Create Tenure Data panel. Committed FTE <input type="text"/> |
| 30. | Click the Save button.  |
| 31. | After saving, the following fields will populate for those faculty with the tenure status of "Not Tenured on Track" only: -Total Required -Time to Accrue -1st Eligible -3rd Year Review -Terminal Year Probation (Number of Years) |
| 32. | The Other Department List would be used to enter joint and/or secondary appointments. Other Departments List |
| 33. | To verify if the Accrue Tenure Services flag is set for this faculty member, go to Job Data. Click the View Job Data button.  |
| 34. | Click the Employment Data link.  |
| 35. | Check to see if the Accrue Tenure Services option is selected. If it is not, you will need to set the flag.  |
| 36. | Click the Close link.  |
| 37. | Click the NavBar button.  |







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| 38. | Click the Navigator button.  Navigator |
| 39. | Click the Back to Root button.  |
| 40. | Click the Workforce Development menu.  |
| 41. | Click the Faculty Events menu.  |
| 42. | Click the Define Faculty Events Data menu.  |
| 43. | Click the Set Employee Tenure Flag menu.  |
| 44. | Enter the Employee ID into the Empl ID field. Enter a valid value e.g. " 1000323 ". Empl ID <input type="text" value="begins with v"/> <input type="text"/> |
| 45. | Press [Enter] or click the Search button.  |
| 46. | Click the Accrue Tenure Services option. <input type="checkbox"/> Accrue Tenure Services |
| 47. | Click the Save button.  |



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| 48. | Click the Faculty Data button.  |
| 49. | If recording any prior experience, go to the Prior Experience/Credits tab.  |
| 50. | Populate this panel if the faculty member has been awarded prior experience. Click the Look up Exp / Credit (Alt+5) button.  |
| 51. | Select the appropriate Experience/Credit type. Click the University link.  |
| 52. | Click in the Credit Years Granted field.  |
| 53. | Enter the desired information into the Credit Years Granted field. Enter a valid value e.g. "2". |
| 54. | If this experience is being applied to Tenure, click the Add to Tenure option. <input type="checkbox"/> |
| 55. | If this experience is being applied to Promotion, click the Add to Promotion option. <input checked="" type="checkbox"/> |
| 56. | Click the Look up Applied Rank (Alt+5) button.  |
| 57. | Click the appropriate rank.  |
| 58. | Click the Notes button.  |



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| 59. | Enter the notes about this experience into the Comment field. Comment 2 Years experience from GA |
| 60. | Click the Save button.  |
| 61. | Click the Service History tab.  |
| 62. | The Service History page popuates following Tenure Calc. Click the Rank History tab.  |
| 63. | Verify the information on the Rank History tab. This is the information that is displayed on the Faculty Member's Rank and Tenure page in Faculty Data Self Service. Click the Review Related Jobs tab.  |
| 64. | Any additional or related jobs this faculty member holds will be listed here. |
| 65. | And that is how you create tenure data for a new faculty member. You will also need to assign funding and effort information. And you may need to enter this faculty member's degree information. End of Procedure. |