
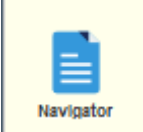

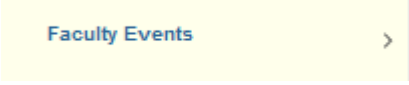
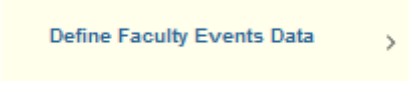




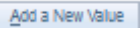












MFE106.01_Setup Institution Rank Table

Step	Action
1.	Click the NavBar button. 
2.	Click the Navigator button. 
3.	Click the Workforce Development button. 
4.	Click the Faculty Events button. 
5.	Click the Define Faculty Events Data button. 
6.	Click the Setup Institution Rank Table button. 
7.	To review existing institutional ranks created click the search button to find your Set ID or enter the five-digit number into the field. Note: The 'Institution Rank' is a numerical value established by the institution and it is a 5-digit field Click the Look up Set ID graphic. 
8.	Click on either the Set ID or the Description for your institution 



Step	Action
9.	Click the Search button. 
10.	To create a new value Click the Add a New Value tab. 
11.	Enter your institution specific 5-digit numerical value for the institution rank (i.e., 00001, 00002, etc.) 
12.	Click the Add button. 
13.	Enter the Effective Date by either using the 'calendar' look up feature or entering the date directly into the field (e.g. 04/01/2018). 
14.	If this is an established institution rank used for some time enter '01/01/1901' into the Effective Date field.
15.	Enter the institution rank description in the Description field. 
16.	If institution rank is eligible for promotion enter the values for: Promotion Years Required Early Promotion Years Required Maximum Years Note: these are not required fields and can be left blank   
17.	Click the Save button. 
18.	You have successfully established an Institution Rank End of Procedure.