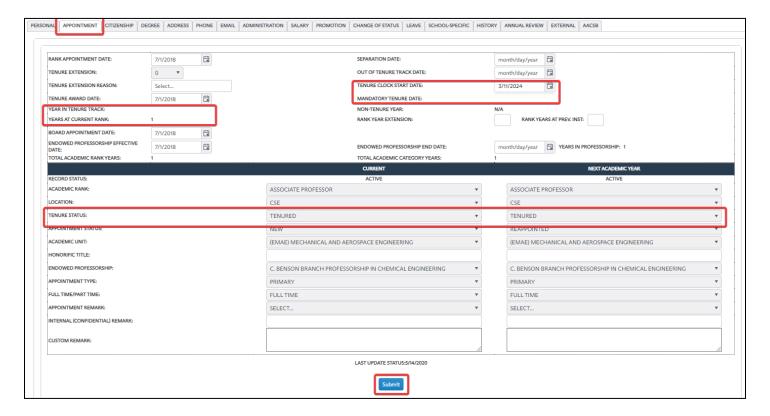
How to Enter a Faculty Member Into Tenure Track, Extend the Tenure Clock, and Record Tenure

The FIS has been programmed to automatically calculate the length of the tenure clock and any extension based on the tenure period of the school (6 or 9 years).

Entering a Faculty Member into the Tenure Track

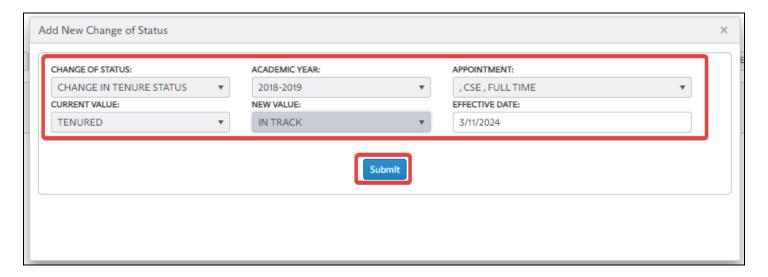
- 1. Select the Appointment Tab
- 2. Enter the date the tenure clock begins in the Tenure Clock Start Date field at the top of the page
 - a. FIS will automatically calculate the length for the **Mandatory Tenure Date** (end of tenure clock) and the **Year in Tenure Track** based on the school's tenure period
- 3. Select "In Track" for the **Tenure Status** in the **Current** column (this information will be updated for the Next Academic Year)
- 4. Click [Submit] to record the entry



- 5. Select the Change of Status tab
 - a. Click [+Change Status] to add the change in tenure status

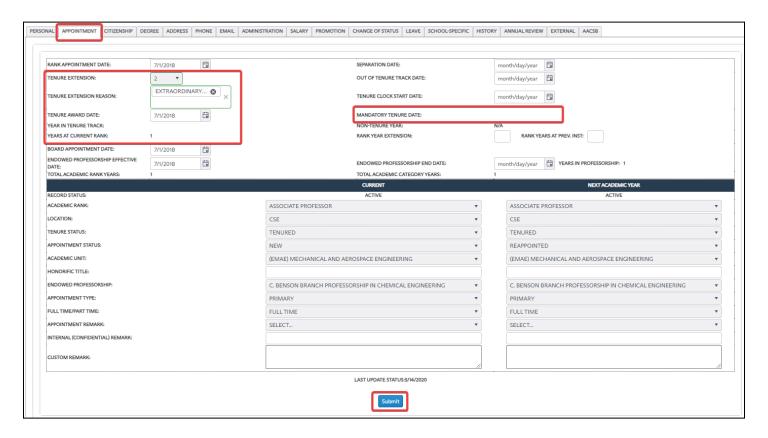


- 6. In the pop-up window select the following from the drop-down menus
 - a. Change of Status: Change in Tenure Status
 - b. Academic Year
 - c. Appointment
 - d. Current Value: Not in Track
 - e. New Value: In Track
 - f. Effective Date: same as Tenure Clock Start Date
 - g. Click [Submit] to record



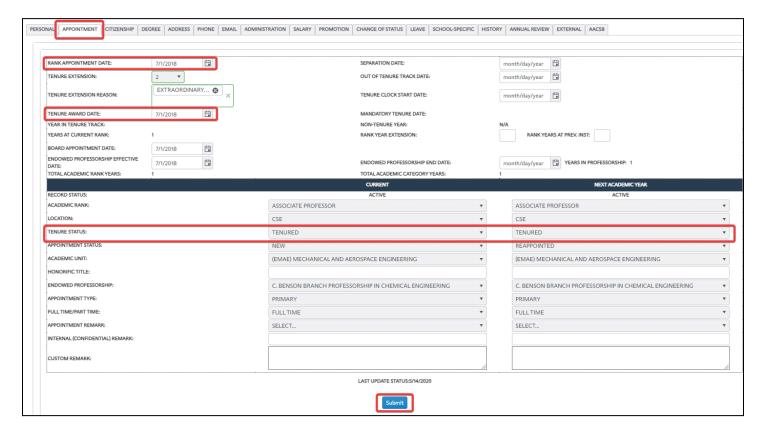
Extending the Tenure Clock (for Parenting or Extraordinary Circumstances)

- 1. Select the Appointment Tab
- 2. Using the **Tenure Extension** drop-down menu, select the length of the extension (in years)
- 3. Select the reason from the **Tenure Extension Reason** (e.g., "Parenting" or "Extraordinary Circumstances" using the drop-down menu)
 - a. The Mandatory Tenure Date will automatically update, adding the extension to the previous date
 - b. The Year in Tenure Track will also automatically update
 - c. Click [Submit] to record the extension

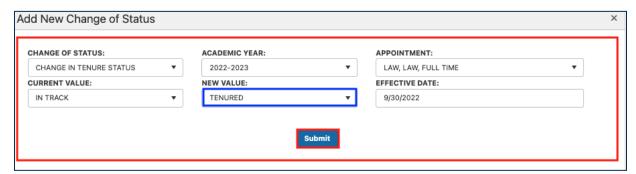


Recording When Tenure is Granted

- 1. Select the Appointment Tab
- 2. Enter the date tenure is granted in the Rank Appointment Date field and the Tenure Award Date
- 3. Add the Board Appointment Date
- 4. In the Current or Next Academic Year column, select "Tenured" in the Tenure Status drop-down menu
- 5. Click [Submit]



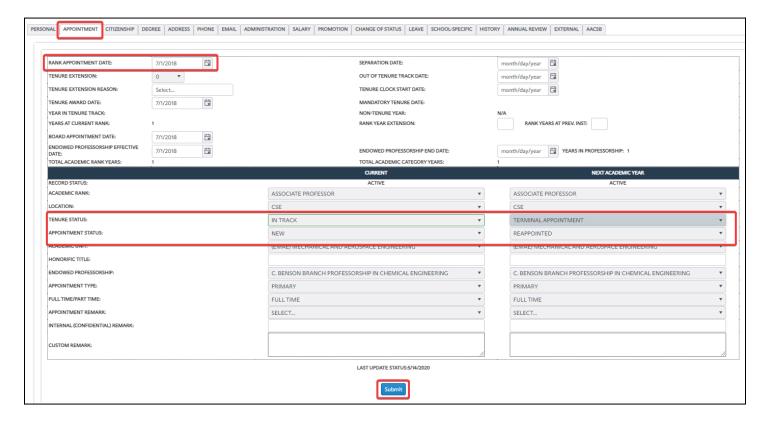
- 6. Select the Change In Status Tab
 - a. Click [+Change Status] button
 - b. In the Pop-Up Window, complete the following:
 - i. Change of Status: Change In Tenure Status
 - ii. Academic Year
 - iii. Appointment (will automatically generate)
 - iv. Current Value: In Track
 - v. New Value: Tenured
 - vi. Effective Date: same as Tenure Granted Date
 - c. Click [Submit]



Recording When Tenure is Not Granted and Faculty Member Enters Terminal Year

- 1. Select the Appointment Tab
- 2. Under the Current or Next Academic Year column, select

- i. "Terminal Appointment" for Tenure Status
- ii. "Terminal Year Appointment" for Appointment Status
- b. Click [Submit]



- 3. Select the Change in Status Tab
 - a. Click [+Change Status] button
 - b. In the Pop-Up window, select the following:
 - i. Change of Status: Change In Tenure Status
 - ii. Academic Year
 - iii. Appointment (will automatically generate)
 - iv. Current Value: In Track
 - v. New Value: Terminal Appointment
 - vi. Effective Date: same as Rank Appointment Date
 - c. Click [Submit]

