

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

The screenshot displays the FIS Appointment tab with the following fields and values:

- RANK APPOINTMENT DATE:** 7/1/2018
- TENURE EXTENSION:** 0
- TENURE EXTENSION REASON:** Select...
- TENURE AWARD DATE:** 7/1/2018
- YEAR IN TENURE TRACK:** 1
- BOARD APPOINTMENT DATE:** 7/1/2018
- ENDOWED PROFESSORSHIP EFFECTIVE DATE:** 7/1/2018
- TOTAL ACADEMIC RANK YEARS:** 1
- SEPARATION DATE:** month/day/year
- OUT OF TENURE TRACK DATE:** month/day/year
- TENURE CLOCK START DATE:** 3/11/2024
- MANDATORY TENURE DATE:** (auto-calculated)
- NON-TENURE YEAR:** N/A
- RANK YEAR EXTENSION:** ☐
- RANK YEARS AT PREV. INST.:**
- ENDOWED PROFESSORSHIP END DATE:** month/day/year
- YEARS IN PROFESSORSHIP:** 1
- TOTAL ACADEMIC CATEGORY YEARS:** 1

The **CURRENT** and **NEXT ACADEMIC YEAR** columns show the following details:

RECORD STATUS:	CURRENT	NEXT ACADEMIC YEAR
ACADEMIC RANK:	ASSOCIATE PROFESSOR	ASSOCIATE PROFESSOR
LOCATION:	CSE	CSE
TENURE STATUS:	TENURED	TENURED
APPOINTMENT STATUS:	NEW	REAPPOINTED
ACADEMIC UNIT:	(EMAE) MECHANICAL AND AEROSPACE ENGINEERING	(EMAE) MECHANICAL AND AEROSPACE ENGINEERING
HONORIFIC TITLE:		
ENDOWED PROFESSORSHIP:	C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING	C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING
APPOINTMENT TYPE:	PRIMARY	PRIMARY
FULL TIME/PART TIME:	FULL TIME	FULL TIME
APPOINTMENT REMARK:	SELECT...	SELECT...
INTERNAL (CONFIDENTIAL) REMARK:		
CUSTOM REMARK:		

LAST UPDATE STATUS: 5/14/2020

[Submit]

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

The screenshot displays the FIS Change of Status tab with the following details:

- CHANGE STATUS** button
- CHANGE OF STATUS NOT FOUND.

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

Add New Change of Status

CHANGE OF STATUS: CHANGE IN TENURE STATUS ▼	ACADEMIC YEAR: 2018-2019 ▼	APPOINTMENT: , CSE , FULL TIME ▼
CURRENT VALUE: TENURED ▼	NEW VALUE: IN TRACK ▼	EFFECTIVE DATE: 3/11/2024

Submit

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

FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

PERSONAL **APPOINTMENT** CITIZENSHIP DEGREE ADDRESS PHONE EMAIL ADMINISTRATION SALARY PROMOTION CHANGE OF STATUS LEAVE SCHOOL-SPECIFIC HISTORY ANNUAL REVIEW EXTERNAL AACSB

RANK APPOINTMENT DATE: 7/1/2018

TENURE EXTENSION: 2

TENURE EXTENSION REASON: EXTRAORDINARY...

TENURE AWARD DATE: 7/1/2018

YEAR IN TENURE TRACK:

YEARS AT CURRENT RANK: 1

BOARD APPOINTMENT DATE: 7/1/2018

ENDOWED PROFESSORSHIP EFFECTIVE DATE: 7/1/2018

TOTAL ACADEMIC RANK YEARS: 1

SEPARATION DATE: month/day/year

OUT OF TENURE TRACK DATE: month/day/year

TENURE CLOCK START DATE: month/day/year

MANDATORY TENURE DATE:

NON-TENURE YEAR: N/A

RANK YEAR EXTENSION: RANK YEARS AT PREV. INST:

ENDOWED PROFESSORSHIP END DATE: month/day/year

TOTAL ACADEMIC CATEGORY YEARS: 1

YEARS IN PROFESSORSHIP: 1

	CURRENT	NEXT ACADEMIC YEAR
RECORD STATUS:	ACTIVE	ACTIVE
ACADEMIC RANK:	ASSOCIATE PROFESSOR	ASSOCIATE PROFESSOR
LOCATION:	CSE	CSE
TENURE STATUS:	TENURED	TENURED
APPOINTMENT STATUS:	NEW	REAPPOINTED
ACADEMIC UNIT:	(EMAE) MECHANICAL AND AEROSPACE ENGINEERING	(EMAE) MECHANICAL AND AEROSPACE ENGINEERING
HONORIFIC TITLE:		
ENDOWED PROFESSORSHIP:	C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING	C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING
APPOINTMENT TYPE:	PRIMARY	PRIMARY
FULL TIME/PART TIME:	FULL TIME	FULL TIME
APPOINTMENT REMARK:	SELECT...	SELECT...
INTERNAL (CONFIDENTIAL) REMARK:		
CUSTOM REMARK:		

LAST UPDATE STATUS: 5/14/2020

Submit

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]**

FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

PERSONAL **APPOINTMENT** CITIZENSHIP DEGREE ADDRESS PHONE EMAIL ADMINISTRATION SALARY PROMOTION CHANGE OF STATUS LEAVE SCHOOL-SPECIFIC HISTORY ANNUAL REVIEW EXTERNAL AACSB

RANK APPOINTMENT DATE: 7/1/2018

TENURE EXTENSION: 2

TENURE EXTENSION REASON: EXTRAORDINARY...

TENURE AWARD DATE: 7/1/2018

YEAR IN TENURE TRACK: 1

YEARS AT CURRENT RANK: 1

BOARD APPOINTMENT DATE: 7/1/2018

ENDOWED PROFESSORSHIP EFFECTIVE DATE: 7/1/2018

TOTAL ACADEMIC RANK YEARS: 1

SEPARATION DATE: month/day/year

OUT OF TENURE TRACK DATE: month/day/year

TENURE CLOCK START DATE: month/day/year

MANDATORY TENURE DATE:

NON-TENURE YEAR: N/A

RANK YEAR EXTENSION: ☐ RANK YEARS AT PREV. INST: ☐

ENDOWED PROFESSORSHIP END DATE: month/day/year

TOTAL ACADEMIC CATEGORY YEARS: 1

YEARS IN PROFESSORSHIP: 1

	CURRENT	NEXT ACADEMIC YEAR
RECORD STATUS:	ACTIVE	ACTIVE
ACADEMIC RANK:	ASSOCIATE PROFESSOR	ASSOCIATE PROFESSOR
LOCATION:	CSE	CSE
TENURE STATUS:	TENURED	TENURED
APPOINTMENT STATUS:	NEW	REAPPOINTED
ACADEMIC UNIT:	(EMAE) MECHANICAL AND AEROSPACE ENGINEERING	(EMAE) MECHANICAL AND AEROSPACE ENGINEERING
HONORIFIC TITLE:		
ENDOWED PROFESSORSHIP:	C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING	C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING
APPOINTMENT TYPE:	PRIMARY	PRIMARY
FULL TIME/PART TIME:	FULL TIME	FULL TIME
APPOINTMENT REMARK:	SELECT...	SELECT...
INTERNAL (CONFIDENTIAL) REMARK:		
CUSTOM REMARK:		

LAST UPDATE STATUS: 5/14/2020

Submit

6. Select the **Change In Status Tab**

- Click **[+Change Status]** button
- In the Pop-Up Window, complete the following:
 - Change of Status: **Change In Tenure Status**
 - Academic Year
 - Appointment (will automatically generate)
 - Current Value: In Track
 - New Value: **Tenured**
 - Effective Date: same as **Tenure Granted Date**
- Click **[Submit]**

Add New Change of Status

CHANGE OF STATUS: CHANGE IN TENURE STATUS

ACADEMIC YEAR: 2022-2023

APPOINTMENT: LAW, LAW, FULL TIME

CURRENT VALUE: IN TRACK

NEW VALUE: TENURED

EFFECTIVE DATE: 9/30/2022

Submit

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

- Select the **Appointment Tab**
- Under the **Current** or **Next Academic Year** column, select

FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

- i. “Terminal Appointment” for **Tenure Status**
- ii. “Terminal Year Appointment” for **Appointment Status**
- b. Click [\[Submit\]](#)

PERSONAL				APPOINTMENT				CITIZENSHIP				DEGREE				ADDRESS				PHONE				EMAIL				ADMINISTRATION				SALARY				PROMOTION				CHANGE OF STATUS				LEAVE				SCHOOL-SPECIFIC				HISTORY				ANNUAL REVIEW				EXTERNAL				AACSB			
RANK APPOINTMENT DATE:		7/1/2018		SEPARATION DATE:		month/day/year		OUT OF TENURE TRACK DATE:		month/day/year		TENURE CLOCK START DATE:		month/day/year		MANDATORY TENURE DATE:		N/A		RANK YEARS AT PREV. INST:				NON-TENURE YEAR:		N/A		RANK YEAR EXTENSION:				ENDOWED PROFESSORSHIP END DATE:		month/day/year		YEARS IN PROFESSORSHIP:		1		TOTAL ACADEMIC RANK YEARS:		1		TOTAL ACADEMIC CATEGORY YEARS:		1																					
TENURE EXTENSION:		0		TENURE EXTENSION REASON:		Select...		BOARD APPOINTMENT DATE:		7/1/2018		ENDOWED PROFESSORSHIP EFFECTIVE DATE:		7/1/2018		TOTAL ACADEMIC RANK YEARS:		1																																																	
RECORD STATUS:		ACTIVE		CURRENT		NEXT ACADEMIC YEAR		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE		ACTIVE																									
ACADEMIC RANK:		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR		ASSOCIATE PROFESSOR																									
LOCATION:		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE		CSE																									
TENURE STATUS:		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK		IN TRACK																									
APPOINTMENT STATUS:		NEW		NEW		NEW		NEW		NEW		NEW		NEW		NEW		NEW		NEW		NEW		NEW		NEW		NEW		NEW		NEW		NEW		NEW		NEW		NEW																											
ACADEMIC UNIT:		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING		(EMAL) MECHANICAL AND AEROSPACE ENGINEERING																													
HONORIFIC TITLE:																																																																			
ENDOWED PROFESSORSHIP:		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING		C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING																													
APPOINTMENT TYPE:		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY		PRIMARY																													
FULL TIME/PART TIME:		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME		FULL TIME																															
APPOINTMENT REMARK:		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...		SELECT...																															
INTERNAL (CONFIDENTIAL) REMARK:																																																																			
CUSTOM REMARK:																																																																			

LAST UPDATE STATUS: 5/14/2020

[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 [\[Submit\]](#)

Add New Change of Status

CHANGE OF STATUS:

CHANGE IN TENURE STATUS

ACADEMIC YEAR:

2022-2023

APPOINTMENT:

LAW, LAW, FULL TIME

CURRENT VALUE:

IN TRACK

NEW VALUE:

TERMINAL APPOINTMENT

EFFECTIVE DATE:

9/23/2022

Submit