

9.2 Add Tenure Information


PURPOSE: Use this document as a reference for assigning tenure information to Faculty in ctcLink.

AUDIENCE: HR Specialists and HR Administrators.

 You must have at least one of these local college managed security roles:

- ZC HR Employee Maintenance
- ZD HR Employee Maintenance VW
- ZZ HR Employee Maintenance

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 Before starting this process make sure the employee has an active job data record in Workforce Administration (See QRG for [Adding a New Employment Instance](#))

Add Tenure Information

Navigation: Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

1. The Create Tenure Data search page displays.
2. Enter the **Empl ID** (or fill in any of the criteria fields to perform your search).
3. Select **Search**.

Create Tenure Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

4. The **Create Tenure Data** page displays and defaults to the **Tenure Data** tab.
5. Click the **SetID** lookup icon and select the appropriate college value.
6. Select the appropriate **Tenure Home** department value from the drop-down menu (this is the Department from which the employee is receiving tenure).
7. Select a **Tenure Status** from the drop-down menu.
8. Select a **Home Rank** from the drop-down menu.
9. The **Track Start Date** defaults to today's date, change if applicable.
10. The **Change Date** field should auto fill the date entered in the **Track Start Date** field, change if needed.
11. Select the appropriate **Change Reason**.
12. Enter/Select the **Original Track Date** (this is the date in which the tracking will begin).
13. Enter the **Mandatory Review Date**, if applicable.
14. Enter the **Granted Date**, if applicable.
15. Select the **Notes** link to add comments about this record.

! You may receive a **WARNING MESSAGE** for any date(s) entered either 30 days in the past or 30 days in the future. Be advised that you can still proceed with saving your entry.

Create Tenure Data

New Window | Help | Personalize Page

Tenure Data | Prior Experience/Credits | Service History

Nico Cook

*Tenure Status: **Tenure**

Track Start Date: 09/04/2023

Original Track Date:

Service Calc Group:

☐ Override Calculation

Empl ID: 101000000

Home Rank: 005 **Instructor**

Change Date: 09/04/2023

*Tenure Home: 98764 **SCC Corrections Education**

Mandatory Review Date:

Committed FTE:

Change Reason: **Other**

Granted Date:

Grant Tenure: N

Notes:

SetID: WA170

Probation (Number of Years)

Total Required: 0.000000

Extended By: 0.000000

Time Accrued: 0.000000

Time To Accrue: 0.000000

Current As Of Date:

☐ Terminal Year

Other Tenure Departments List

Department	Description	Grant	Rank	Rank Description	Tenure Status	Effective Date	FTE
1							

Save | Return to Search | Notify

Tenure Data | Prior Experience/Credits | Service History

16. The **Tenure Notes** pagelet displays.
17. Add note.
18. Select **OK** to go back to the **Tenure Data** page.
19. The Tenure Data page displays.
20. Select **Save**.



The **Prior Experience/Credits** tab, and **Service History** tabs are currently not being used.

To Add/Update the Tenure Record, override the previous entry in the appropriate fields (i.e. Tenure Status, Home Rank, Track Start Date)

Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the link to [Add Tenure Information](#). This link will open in a new tab/window.