**Field Names and Definitions: Create Tenure Data**

This job aid describes the fields located on the Create Tenure page.

Navigate to: **Main Menu > Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data**

**TENURE DATA TAB**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definition</th>
</tr>
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</table>
| **Tenure Status**   | Select the appropriate status. The options are:  
- Continuous: P&A employee who has achieved continuous status.  
- Continuous Track: P&A employee who is hired on a continuous track.  
- Continuous Track - Stop Clock: P&A employee hired on continuous track can elect to stop or extend the probationary period, with or without taking a full or partial leave of absence.  
- Entered in Error: The tenure record was entered in error.  
- Hired as Continuous: P&A employee who was hired on a continuous status.  
- Hired with Tenure: Faculty member who was hired with indefinite tenure.  
- Tenure Track: Faculty member who was hired on a tenure track.  
- Tenure Track - Stop Clock: Faculty member hired on tenure track can elect to stop or extend the probationary period, with or without taking a full or partial leave of absence.  
- Tenured: Faculty member who has achieved indefinite tenure.  
- Termination - Continuous: Termination of employment for a P&A employee on a continuous appointment.  
- Termination - Continuous Track: Termination of employment for a P&A employee on a continuous track.  
- Termination - Tenure Track: Termination of employment for a faculty member on a tenure track.  
- Termination - Tenured: Termination of employment for a faculty member on tenure.                                                                                                                                                                                                                   |
| **Home Rank**       | Should match the job code description on the employee’s Job Data page; the values are reflective of the values defined in the Faculty Tenure regulations.                                                                                                                                                                                                                                                                                                                           |
| **Track Start Date**| The current date defaults in this field. Change it to match the correct start date.                                                                                                                                                                                                                                                                                                                                                                                                       |
| **Change Date**     | This date should be the same date as the Track Start Date upon initial entry.                                                                                                                                                                                                                                                                                                                                                                                                           |
| **Change Reason**   | Select the correct reason for the entry. Examples: Upon initial hire, select “Hire.” If the data is being updated, select “Promotion.”                                                                                                                                                                                                                                                                                               |
| **Original Track Date** | This field should only be used for Tenure-Track and Continuous-Track appointments and should match the Track Start Date.                                                                                                                                                                                                                                                                                                      |
Field Names and Definitions: Create Tenure Data (cont.)

**Field Name** | **Definition**  
--- | ---  
**Tenure Home** | Enter the ZDeptID where the tenure or continuous status is maintained. Note: Tenure is maintained at the ZDeptID level but resides with the University.  
**Service Calc Group** | Do not use.  
**Mandatory Review Dt** | Annual review date that is determined within the department or unit through its Tenure-Track process. This field is optional.  
**Granted Date** | This should be the first date of the next term of the employee's appointment after the Board of Regents has approved tenure.  
**Override Calculation** | Do not use.  
**Committed FTE** | Do not use.  
**Notes** | Optional. Use at department discretion.  
**Probation (Number of Years)** | Do not use.  

**OTHER TENURE DEPARTMENTS LIST SECTION**

Some Faculty may hold tenure in multiple ZDeptIDs.

| **Field Name** | **Definition**  
--- | ---  
**Department** | ZDept ID  
**Description** | ZDeptID description  
**Grant** | Displays 'Y' or 'N.'  
**Rank** | Should match the job code description on the employee's Job Data page; the values are reflective of the values defined in the Faculty Tenure regulations.  
**Rank Description** | Description of the rank.  
**Tenure Status** | Select the appropriate status.  
**Effective Date** | Effective date of the tenure status.  
**FTE** | Do not use.  

**PRIOR EXPERIENCE/CREDITS TAB: DO NOT USE.**

**SERVICE HISTORY TAB: DO NOT USE.**