General Instructions

To enter new Tenure Review information on an employee:

1. Current Year Promotion Information must be entered prior to July 1st.
   For example: 2008-2009 Academic Year Review must be entered by June 30, 2009.

2. Select UPRM from the IBIS Admin Menu (M1M1) screen.

3. Enter the Penn State Employee ID where it asks for Next Empl ID: and press Enter.
4. Enter the appropriate rank code in the Enter Recommended Rank to Update field, and then press enter.

   Rank codes appropriate for input are:

   **A10**  Professor
   **A20**  Associate Professor

   **D10**  Senior Scientist
   **D20**  Senior Research Associate

   **L10**  Librarian
   **L20**  Associate Librarian

5. Proceed with completing the data entry appropriate for each level of review. (Use the tab key to move to each decision entry field.)

6. **Valid codes** for each review level fields are:

   **N**  Negative
   **P**  Positive
   **T**  Tie vote
   **X**  No Department Head

7. Once fields are completed, press enter.

8. A prompt that reads **Please check information then use F12 to update** will appear. If information is correct, press F12. If the information is incorrect, press F12. **Note – you may cancel your transaction at any time prior to pressing F12. To do this, enter CAN in the Next Empl ID: line and press enter.**
To do a **Promotion Inquiry** on an employee:

1. Select **IPRM** from the **IBIS Admin Menu** (M1M1) screen.

2. Enter the Penn State Employee ID where it asks for **Next Empl Id** and press **Enter**.

Last Revised: 03/23/2011