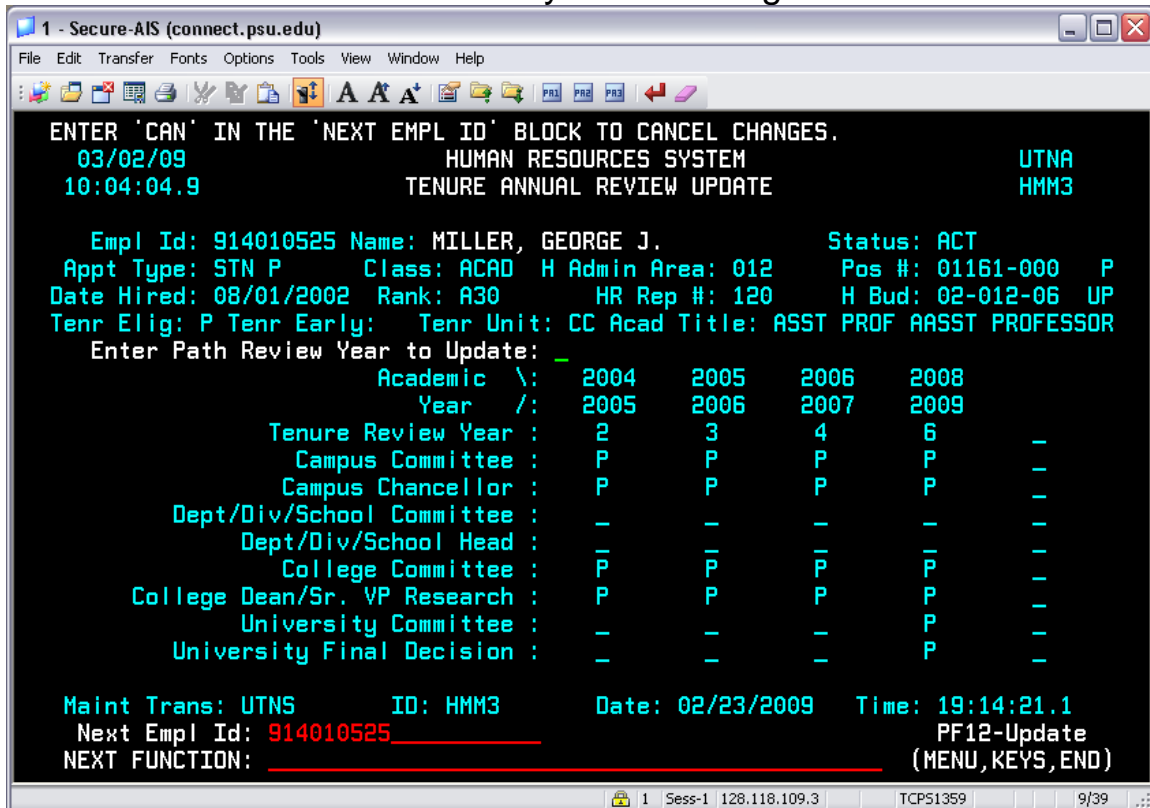


# Tenure Annual Review Update (UTNA)

## General Instructions

All reviews are to be entered for years 2 through 6.



1 - Secure-AIS (connect.psu.edu)

File Edit Transfer Fonts Options Tools View Window Help

ENTER 'CAN' IN THE 'NEXT EMPL ID' BLOCK TO CANCEL CHANGES.  
03/02/09 HUMAN RESOURCES SYSTEM UTNA  
10:04:04.9 TENURE ANNUAL REVIEW UPDATE HMM3

Empl Id: 914010525 Name: MILLER, GEORGE J. Status: ACT  
Appt Type: STN P Class: ACAD H Admin Area: 012 Pos #: 01161-000 P  
Date Hired: 08/01/2002 Rank: A30 HR Rep #: 120 H Bud: 02-012-06 UP  
Tenr Elig: P Tenr Early: Tenr Unit: CC Acad Title: ASST PROF AASST PROFESSOR

Enter Path Review Year to Update: -

Academic \:	2004	2005	2006	2008	
Year /:	2005	2006	2007	2009	
Tenure Review Year :	2	3	4	6	-
Campus Committee :	P	P	P	P	-
Campus Chancellor :	P	P	P	P	-
Dept/Div/School Committee :	-	-	-	-	-
Dept/Div/School Head :	-	-	-	-	-
College Committee :	P	P	P	P	-
College Dean/Sr. VP Research :	P	P	P	P	-
University Committee :	-	-	-	P	-
University Final Decision :	-	-	-	P	-

Maint Trans: UTNS ID: HMM3 Date: 02/23/2009 Time: 19:14:21.1  
Next Empl Id: 914010525 PF12-Update  
NEXT FUNCTION: (MENU, KEYS, END)

1 Sess-1 128.118.109.3 TCPS1359 9/39

To enter new **Tenure Review** information on an employee:

1. Current Year Tenure Information must be entered prior to July 1st.  
For example: 2008-2009 Academic Year Review must be entered by June 30, 2009.
2. Select **UTNA** 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 review year (2, 3, 4, 5 or 6) in the **Enter Path Review Year to Update** field, and then press enter.

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

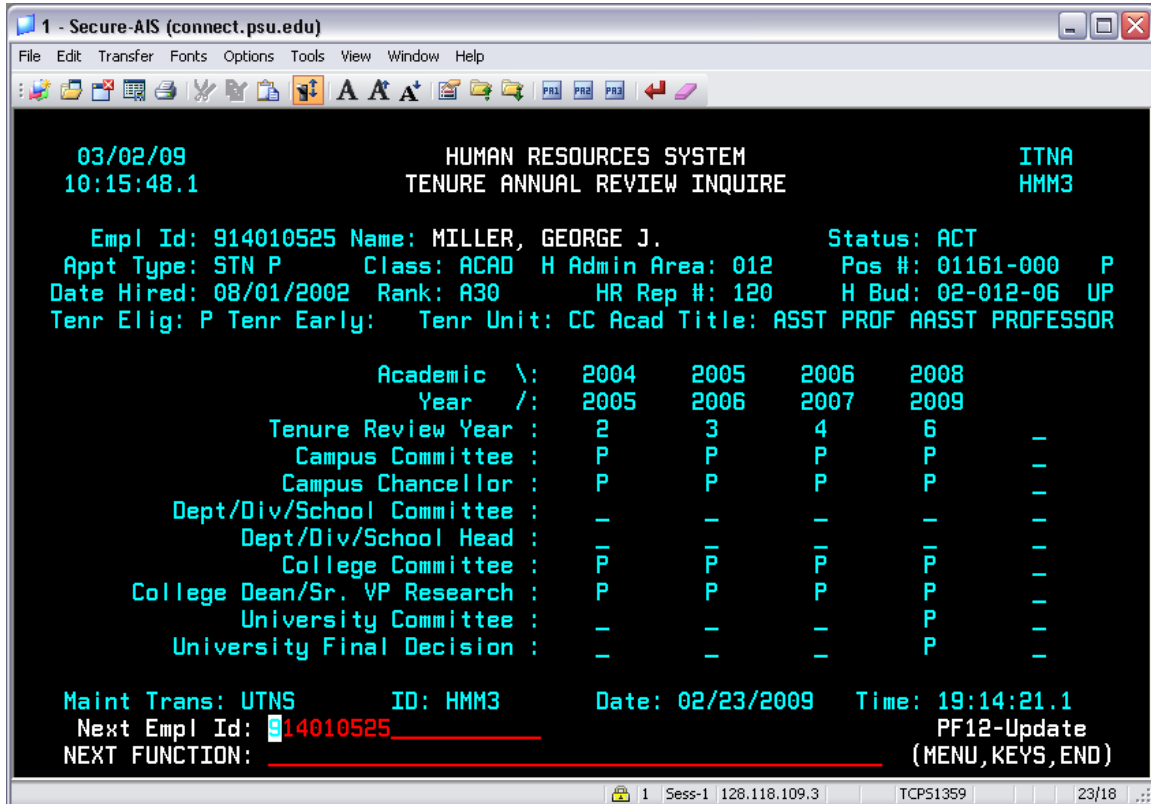
6. **Valid codes** for each review level fields are:

- I** Intermediate Review requested (code only valid in years 2 and 4)
- N** Negative
- P** Positive
- T** Tie vote
- X** No Department Head
- Z** College Committee not used (not valid in year 6)

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 correct, 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.*

# Tenure Inquiry (ITNA)



To do a **Tenure Review Inquiry** on an employee:

1. Select **ITNA** 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