Tenure Annual Review Update (UTNA)

General Instructions

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

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