

TYPE B TENURE STREAM REMOVAL

Select My Client Groups
Select Show More
Select Change Assignment
Search for Employee Record

Action Details – When and Why

When does the assignment change start: Date Type B starts

What's the way to change the assignment: **Existing Faculty Details Update**

Why are you changing the assignment: **Tenure Stream Transfer (A, B, or E)**

Continue

Assignment Section

Nothing needs changed in this section

Additional Assignment Information

Faculty Details

1. Select the pencil (edit) to update current record
2. Enter END DATE in current record (day before Type B)
3. Click OK
4. Select ADD (right corner) to create new record
5. Enter new start date when Type B starts, do not enter end date, re-enter all other information from previous record only changing:
 - a. Tenure Status: **Appointment Stream**
 - b. Tenure Stream Transfer: **TYPE B**
 - c. Date Left Tenure Stream
6. Click OK

Continue

Include required attachments

Submit

** if there is already a record with the same effective date you do not ADD a new record but go into this record and update the tenure status fields (a, b, c above)

REQUIRED ATTACHMENTS NEEDED

1. Chair letter must state:
 - a. Approving permanent transfer of type B
 - b. Justification for type B
 - c. Consulted with departments appointment and promotion committee
 - d. Must include faculty member's signature acknowledging they have been informed of the Type B recommendation
2. Current CV