**Add or Change Tenure Status for FT Faculty (All FT faculty must be entered for IPEDS)**

[Add Tenure Information](https://ctclinkreferencecenter.ctclink.us/m/79718/l/928155-9-2-add-tenure-information)

**Nav>Workforce Development>Faculty Events>Calculate Tenure>Create Tenure Data**

First, Search for the Faculty Member (must be active)

A screenshot of a search box

Description automatically generated

**Add New FT Faculty** (Non-Tenure)

A screenshot of a computer

Description automatically generated

**Add New FT Faculty** (Tenure-Track)

A screenshot of a computer

Description automatically generated

**Change FT Faculty** (from Tenure tract to retired or phased retirement)

Before Change

A screenshot of a computer

Description automatically generated

After Change

A screenshot of a computer

Description automatically generated

**Change FT Faculty** (from Tenure tract to Denied Tenure)

A screenshot of a computer

Description automatically generated

That’s it! 😊