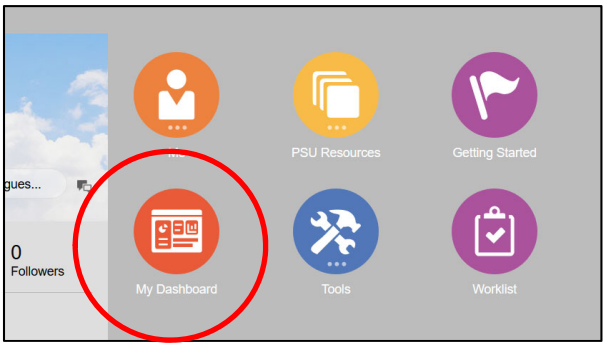
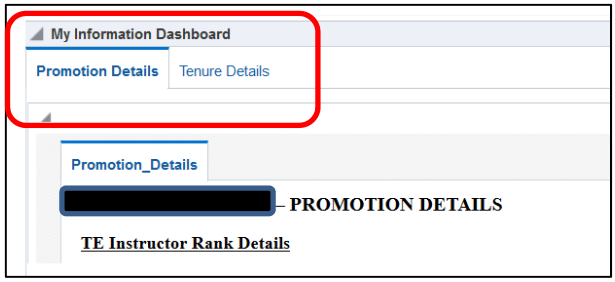
Job Aid

My Dashboard – My Information

Promotion & Tenure Details

This Job Aid walks through the steps to reports with promotion and tenure details in GUS HR.

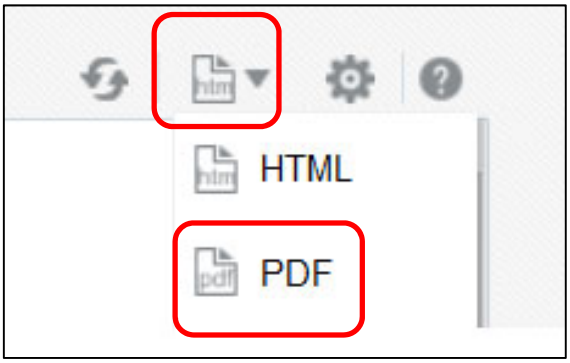
Audience: Employees with Promotion and Tenure Data

Step	Action
1.	On the Gus Cloud springboard, select **My Dashboard**. 
2.	On the **My Information Dashboard**, click on either the **Promotion Details** tab or the **Tenure Details** tab. 

Job Aid

My Dashboard – My Information

Promotion & Tenure Details

3.	Look for the **Print** icon on the right side of the tab. Click on the **Print** icon, then **PDF**. A pdf document will open or download depending on your computer settings. Note: You will need to contact your IT technical support if you have problems downloading the document or accessing it on your computer. 
4.	Your promotion or tenure details are found in the document. See examples, below. Contact the Provost's Office (x. 4113) if you have questions about your data.
5.	Promotion Details Example: **Name, ID # - PROMOTION DETAILS** **TE Instructor Rank Details** TE Instructor Rank Date: x/xx/20xx *Promotion to Assistant Professor Eligibility Details* Minimum # Years in Instructor Rank: # # Prior Years Service Credit: # 1st Eligible Promotion Review Year: 20xx-20xx 1st Eligible Promotion Award Year: 20xx-20xx **TE Assistant Professor Rank Details** TE Assistant Professor Rank Date: x/xx/20xx *Promotion to Associate Professor Eligibility Details* Minimum # Years in Assistant Professor Rank: # # Prior Years Service Credit: # 1st Eligible Promotion Review Year: 20xx-20xx 1st Eligible Promotion Award Year: 20xx-20xx **TE Associate Professor Rank Details** TE Associate Professor Rank Date: x/xx/20xx *Promotion to Professor Eligibility Details* Minimum # Years in Associate Professor Rank: # # Prior Years Service Credit: # 1st Eligible Promotion Review Year: 20xx-20xx 1st Eligible Promotion Award Year: 20xx-20xx **TE Professor Rank Details** TE Professor Rank Date: x/xx/20xx *Promotion to University Professor Eligibility Details* Minimum # Years in Professor Rank: # # Prior Years Service Credit: # 1st Eligible Promotion Review Year: 20xx-20xx 1st Eligible Promotion Award Year: 20xx-20xx **University Professor Rank Details** University Professor Beginning Rank Date: x/xx/20xx University Professor Ending Rank Date: x/xx/20xx **Tenure Earning Position End Date:** x/xx/20xx **Promotion information is provided for informational purposes.** **Please see the current PSU/KNEA Agreement for complete details and requirements for Promotion.** Tenure Details Example: **Name, ID# - TENURE EARNING DETAILS** **Tenure Earning Appointment Date:** x/xx/20xx Tenure Earning Department: Xxxxxxxx Tenure Earning Rank: Xxxxxxxx # Probationary Service Years: # # Prior Years Service Credit: # # Deferral Years: # Tenure Application/Review Year: 20xx-20xx Anticipated Tenure Award Year: 20xx-20xx **Tenure Award Date:** x/xx/20xx **Tenure Earning Position End Date:** x/xx/20xx **Tenure information is provided for informational purposes.** **Please see the current PSU/KNEA Agreement for complete details and requirements for Tenure.**