

How Do I Know I Have “Certified” My PTR Packet?

Before Certification, the OPT screen looks like this:

The screenshot shows the 'Post Tenure Review' interface. At the top, there is a navigation bar with '< Faculty Promotion/Tenure Home' and 'Pos'. Below this is a tab labeled 'Post Tenure Review'. The main content area displays the following information:

- Candidate:** Travis, Patricia A
- Empl ID:** [Redacted]
- Case Number:** 110
- Status:** Open (highlighted with a red circle)
- OPT Year:** 2023-2024
- Department:** 16000000 LS-WOMENS STUDIES
- Chair/Director:** Moradi, Banafsheh
- *College:** 16000000 COLLEGE-LIBERAL ARTS/SCIENCES
- Dean/Director:** Richardson, David E
- Certified Date:** [Blank]
- Chair/Director Reviewed:** [Blank]
- Action:** A button labeled 'Certify for Dept. Review' is present.

Once Certified, the OPT screen looks like this:

The screenshot shows the 'Post Tenure Review' interface after certification. The status is now 'Certified' (highlighted with a red circle). The 'Certified Date' is 04/14/2024. The 'Chair/Director Reviewed' and 'Dean/Director Reviewed' fields are now populated.

- Candidate:** [Redacted]
- Empl ID:** [Redacted]
- Case Number:** [Redacted]
- Status:** Certified (highlighted with a red circle)
- OPT Year:** 2023-2024
- Department:** [Redacted]
- Chair/Director:** [Redacted]
- *College:** 16000000 COLLEGE-LIBERAL ARTS/SCIENCES
- Dean/Director:** Richardson, David E
- Certified Date:** 04/14/2024
- Chair/Director Reviewed:** [Populated]
- Dean/Director Reviewed:** [Populated]

“And if you don’t know, now you know.”