THE STATE EDUCATION DEPARTMENT
THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

L2RPT

SIRS-322 - Staff Tenure Report

Education Law §3012-d requires information on tenure granting and denial based on the final quality rating categories to be included in the public reporting of staff evaluation data. In addition, tenure data is used to inform Department policy decision making in a number of areas related to educator quality and professional development.

This report includes data submitted through the district, BOCES, or charter school's staff tenure template. It contains each staff member's current tenure status as teacher and/or principal, effective date of the tenure status, and when their probation ends. Although teachers can be certified in multiple areas, teacher tenure is only granted once by an employer (although there may be some exceptions for teachers who leave an employer for a significant length of time and return). The template is not year-based and therefore staff present in this report are based on that person having a valid Staff Snapshot record for the current School Year. If the staff person is still active in the LEA, all codes will be carried over from year-to-year. If the codes are correct and current for the staff person, a reload of data in the template will be necessary for new staff only.

Who Should be Reported?
Records should be reported by all LEAs with approved Annual Professional Performance Review (APPR) plans. Staff subject to APPR evaluations should be reported (i.e. building principals/administrators and teachers). These staff should be reported as "TEACHER" or "PRINCIPAL" in Staff Snapshot fields 8 or 105 for the current year.

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Example of Staff Tenure Verification Report

District Name:
School Location: All Locations
School Year: 2015-16
Tenure Area: Secondary Mathematics - SMT
Data Refresh Date: Apr 25, 2016
Drill Thru: Total Educators Reported in Staff Tenure Template in SIRS

Location Name a	Location Code b	Educator Name c	TEACH ID d	Alternate Staff ID e	Tenure Area Code f	Tenure Status Code g	Tenure Status Effective Date h	Original Probationary Period End Date i	Probationary Period End Date j	Probationary Period Extended Indicator k
					SMT	TENGRANT	Sep 1, 2013	Sep 1, 2013	Sep 1, 2013	No
					SMT	PROBATION	Sep 1, 2015	Dec 15, 2018	Dec 15, 2018	No
					SMT	TENGRANT	Sep 1, 2002	Sep 1, 2005	Sep 1, 2005	No
					SMT	TENGRANT	Sep 1, 2005	Sep 1, 2005	Sep 1, 2005	No
					SMT	TENGRANT	Sep 1, 2002	Sep 1, 2005	Sep 1, 2005	No

Data Elements Found in the Report

School Location: As reported in the Staff Tenure template.

Tenure Area: One of the approved State tenure areas as submitted in the State Tenure template.

Drill Thru: All educators reported in Staff Tenure template in SIRS.

Location Name (column a): The school district, BOCES or charter school name**.**

Location Code (column b): The LEA district code of responsibility for the staff person.

Educator Name (column c): The staff name from the district.

Teach ID (column d): The staff person's TEACH ID as found in the NYSED Office of Teaching Initiatives database.

Alternate Staff ID (column e): TEACH ID contained in the NYSED TEACH system and provided by the LEA.

Tenure Area Code (column f): Area in which the staff member has tenure or is pursuing tenure. All tenure areas pertaining to a staff member and reported in the Staff Tenure template should be visible. All codes that apply during the current school year should have been reported for each staff member.

In 2014-15, the only valid codes were TCH (Teacher) and ADT for principals/building administrators.

In 2015-16, an expanded list of tenure area codes as contained in the Commissioner's Regulations were made available. LEAs should determine which tenure area the teacher was awarded or is pursuing. Prior year tenure records for existing staff will continue to be present in the reports as the collection is not strictly school-year based. For example, a staff person reported in 2014-15 with the Tenure Area Code of TCH and then reported in 2015-16 with the Tenure Area Code of SEG (Special education-general) will have two records (see below).

Tenure Area Code	Tenure Status Code	Tenure Status Effective Date
SEG	TENGRANT	30-Aug-07
TCH	TENGRANT	30-Aug-07

Tenure Area Codes and Descriptions

Code	Description
ADT	Administrative
ETA	Elementary tenure area
MGT	Middle grades tenure area (seventh and/or eighth grades)
SET	Secondary English
SSS	Secondary social studies
SMT	Secondary mathematics
SST	Secondary science
SFL	Secondary foreign languages
ATA	Art
GBE	General business education
DET	Driver education
SEB	Special education-blind
SED	Special education-deaf
SEH	Special education-speech and hearing
SEG	Special education-general
HTA	Health
HEG	Home economics-general/Family and consumer science
IAG	Industrial arts-general (technology education)
MTA	Music
PET	Physical education
RRT	Remedial reading
STA	Speech
SMS	School media specialist (including library or educational communications)
ESL	English as a second language
AGT	Agriculture
HOT	Health occupations
HEO	Home economics-occupational
OBE	Occupational business education and distributive occupation subjects
TST	Technical/Trade subjects

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Tenure Status Code (column g): Code that indicates the status for the Tenure Area Code reported in field 4 of the Staff Tenure Template. For staff being reported with a Tenure Status code of NOTTENELIG and not on a tenure track (e.g. a long-term substitute serving as the teacher of record and submitted in other staff data templates), the LEA should have chosen a Tenure Area Code aligned with the staff person's position. In most cases, staff reported as NOTTENELIG will have a Tenure Status Effective Date equal to their hire date in Staff Snapshot.

Tenure Status Codes and Descriptions	
Code	**Description**
NOTTENELIG	Not tenure eligible
PROBATION	Probationary
PROBEXT	Probation extended
TENGRANT	Tenure granted
TENDEN	Tenure denied
D	Delete

Tenure Status Effective Date (column h): This is the first date of the tenure status as officially approved by the LEA. This date should coincide with the Tenure Status Code reported in field 6 of the Staff Tenure Template. This date is updated whenever the tenure status changes. If the staff earned tenure, this is the date that would be reported. If the staff member's status is probationary, report the date probation began.

If an LEA is missing historical information for a new staff member (e.g. probationary dates prior to tenure), the date they were granted tenure can be reported for fields 7, 8, and 9 and an N in field 10. For example, if they know tenure was granted on July 1st 2010, but they do not know what the probationary dates were and/or if there was not an extension, then they would report 2010-07-01 for fields 7, 8, & 9 and default to N on the extend indicator.

If a staff person left the district before being granted or denied tenure, leave the last tenure code in place (e.g. probationary or probation extended).

Original Probationary Period End Date (column i): Report the date probation in the tenure area is scheduled to end. If a staff member has finished his/her probationary period before the decision has been made to grant or deny tenure, leave the current code until the status has officially changed. If an LEA did not track this date, the same date as "TENGRANT" can be used.

Probationary Period End Date (column j): Date probation in the tenure area ends. If probation was extended, this date will be later than the date in field 8. If probation was not extended, this date will equal the date in field 8. If a staff member had his/her probationary period ended early, this date would be earlier than the date provided in field 8 and the Probationary Period Extended Indicator would be N.

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Probationary Period Extended Indicator (column k): Indicate whether probation was continued beyond the original end date. Can either be a Yes or No (Y/N).

Examples of two staff tenure record dates:

ORIG_PROBATION PERIOD END DT	PROBATION PERIOD END DATE ACTUAL	TENURE STATUS CD	TENURE STATUS EFFECTIVE DT
6/30/2005	6/30/2005	TENGRANT	7/1/2005
9/1/2016*	9/1/2016*	PROBATION	9/1/2013

*If Probation Period End Date (Actual) has not yet occurred, Original and Actual Dates will be the same.

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