

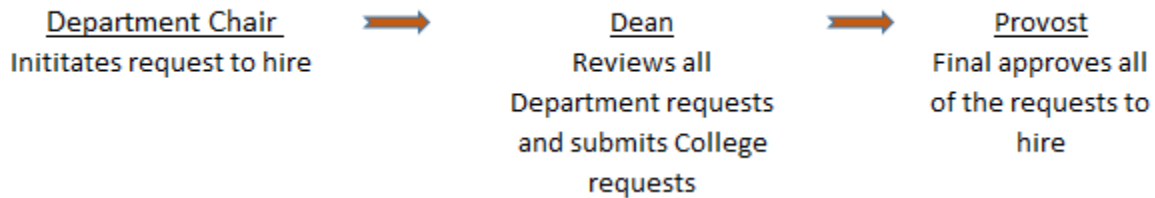
FACULTY RECRUITMENT PORTAL

The Faculty Recruitment Portal is a web based application for the submission of faculty hiring requests from the Department Chairs to the Deans and ultimately to the Provost. The application was created to increase transparency in the hiring request process through the use of electronic routing and tracking.

Faculty Recruitment Cycle

Year 0	Year 0	Year 1	Year 2
Track Faculty Losses	Request to Hire New Faculty	Recruitment of New Faculty	New Faculty Join UTSA

REQUEST TO HIRE ROUTING:



GO LIVE DATE: April 16, 2019 – facultyrequest.it.utsa.edu

DUE TO PROVOST OFFICE DATE: May 28, 2019

*** Deans will want to ask their Departments for their submissions with ample time to review/discuss/edit prior to approving and submitting the position requests to the Provost’s office.**

USER SIGN-IN CREDENTIALS: UTSA Network ID (abc123) and Passphrase

REQUIRED POSITION REQUEST INFORMATION:

- a. Recruitment Cycle-Recruitment Year and Department Priority
- b. Position Appointment (Single department, joint etc.)
- c. Institutional Alignment (Cyber, Health, Social-Economic, Other)
- d. Narratives describing how the position advances UTSA’s strategic priorities including research, student success, and diversity inclusion.
- e. Narratives describing how the position aligns with the College, Department/Program’s strategic priorities
- f. Position information (Type, reason, rank, research area, estimated salary, anticipated workload, and estimated start-up costs and equipment, Additional funding, Endowment, Office and Lab space)
- g. Extra-any additional relevant comments

USER TRAINING: A walk-in lab and step-by-step user instructions will be provided by Academic Affairs. Walk-in training lab, and/or for questions will be offered on the following dates and places:

- **Main Campus** **Thursday April 25, 2019** **1p-230p** **NPB 1.412**
- **Main Campus** **Tuesday April 30, 2019** **3p-430p** **NPB 1.412**
- **DT Campus** **Thursday May 2, 2019** **1p-2p** **DB 1.402 SBDC Training Classroom**
- To attend any of the lab sessions, please enroll at Mytraining.utsa.edu and select class number CT 161

PLANNED ENHANCEMENTS – FEEDBACK AND SUGGESTIONS WELCOME!

- Track faculty losses.
- Batch submission capabilities.
- Hiring approval for finalist (offer letter and source of funds review).
- The ability to attach supporting documentation.
- Start-up commitment tracking.

ACADEMIC AFFAIRS CONTACT INFORMATION:

- Dr. Heather Shipley, Dean of the University College and Sr. Vice Provost for Academic Affairs
- Gordon Taylor, Vice Provost for Academic Finance and Administration
- Kirstin Wilsey, AVP for Academic Administration

Please send all questions, comments and suggestions to vpaa.facrec@utsa.edu