

# Instructions for Faculty Hiring Portal-Dean

Spring 2019

1. Click on the following link:  
[UTSA Faculty Hiring Request Portal](#)
2. Use network ID and passphrase to login to the portal.
3. Upon logging in you will arrive at the dashboard page:

The screenshot displays the UTSA Faculty Recruitment Portal dashboard for the College of Business. The page title is "COLLEGE OF BUSINESS" and "UTSA College Administrator Dashboard - Dean". The dashboard includes a navigation bar with "myUTSA", "UTSA Today", "Vell", "Directory", and "Search". The main content area shows a "Year" dropdown set to "2020", "Toggle View" buttons for "Actionable" and "Submitted", and an "Export Data" button for "To CSV". A "New Request" button labeled "Add New Request" is also present. A table titled "Pending Action (2)" is highlighted with a red circle. The table has columns for "Year", "Dept. Priority", "Your Priority", "Position", "Rank", "Department", "Est. Salary", "Est. Start up", and "Submitted". Two rows of data are shown: one for a vacant/replacement position and another for a new position, both in the COB ACCOUNTING department. Below the table, there are sections for "Withdrawn Requests (0)" and "Returned Requests (0)", both showing "NO WITHDRAWN REQUESTS" and "NO RETURNED REQUESTS" respectively. The footer contains copyright information for 2019 The University of Texas at San Antonio and various links.

Year	Dept. Priority	Your Priority	Position	Rank	Department	Est. Salary	Est. Start up	Submitted
2020	3	Unassigned	Vacant/Replacement	Assistant Professor	COB ACCOUNTING	\$75,000.00	\$0.00	4/18/2019
2020	2	Unassigned	New	Assistant/Associate Professor	COB ACCOUNTING	\$3.00	\$0.00	4/10/2019

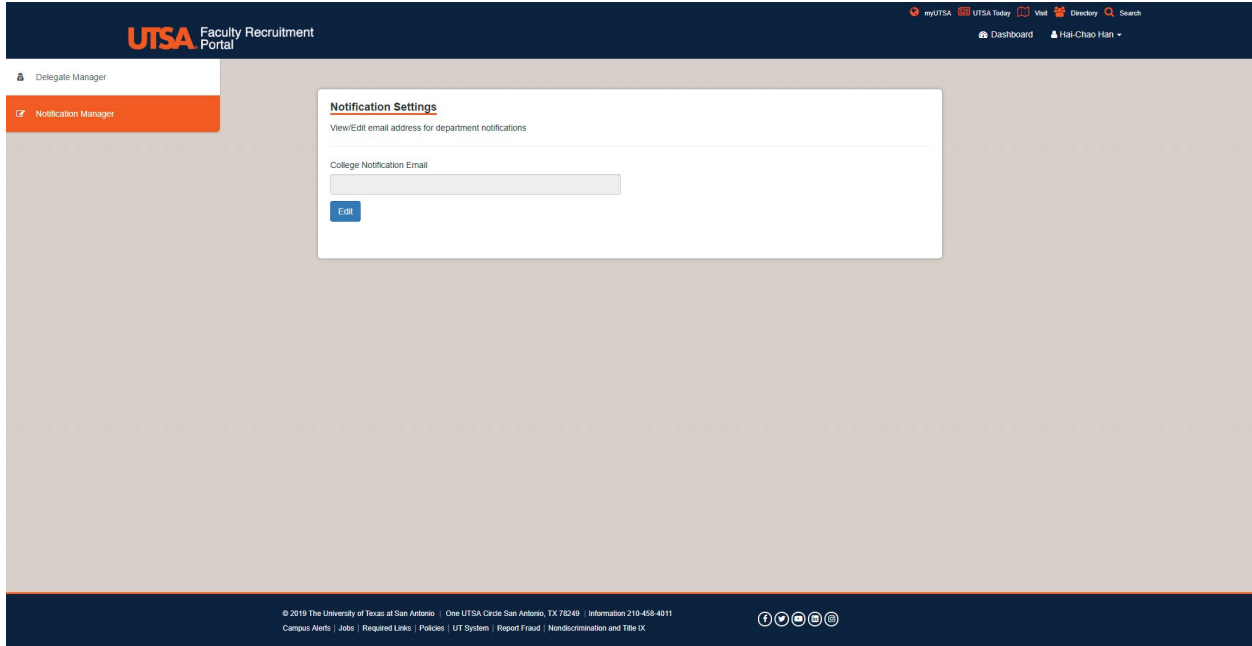
Your log-in ID, abc123, has been programmed with your role, and the underline will show the role associated within the portal. The dashboard will provide you with a summary of actions related to your posting(s) and their current status. In this screen shot, there are 2 requests pending action taken by the Dean.

4. Every position will need to have an email assigned to the position. To assign an email, login to the portal. From the dashboard, select your name at the

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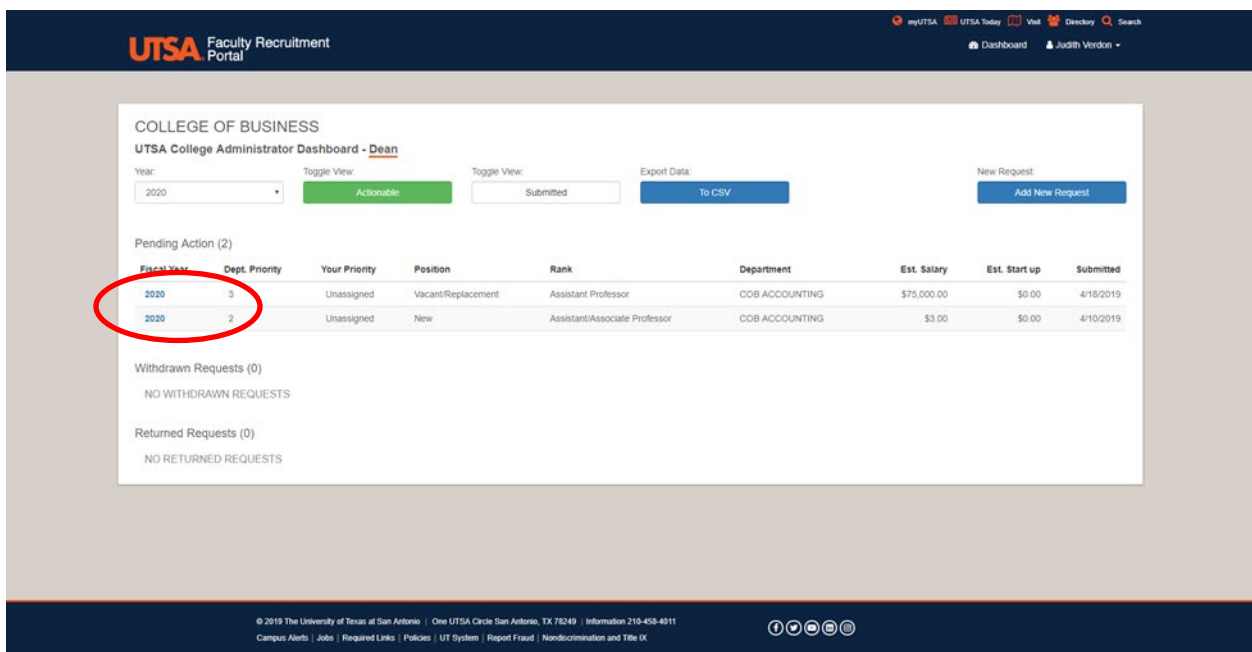
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top right of the screen and then select **'Notification Manager'** tab and put in the desired email address.



5. Once updated, return to the dashboard to begin taking action.

6. To view a request, click on Fiscal year/Position.



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- After reviewing the request, you have the option of looking at the **'Request History'** tab, the **'Comments'** tab which enables you to add comments, or **'Actions'** tab.

The screenshot displays the 'Actions' page for a request titled 'COLLEGE OF BUSINESS - COB ACCOUNTING'. The page is part of the UTSA Faculty Recruitment Portal. A sidebar on the left contains navigation options: 'Review Request', 'Request History', 'Comments', and 'Actions' (which is highlighted). The main content area shows the 'College's Priority' section with a note: 'Note: The 0 value is a temporary spot only. Requests with a rank value of 0 will not be visible to the next person.' Below this, there are fields for 'Current Priority' (set to 'Unassigned') and 'Alter Priority' (a dropdown menu showing '-- Please Select Priority --'). A text box asks for justification: 'What is your justification for this priority?'. An 'Update' button is located below the text box. At the bottom of the form, a 'Request Actions' section contains a dropdown menu for selecting an action, which is circled in red and currently shows '-- Please Select Action --'. The footer of the page includes copyright information for 2019 The University of Texas at San Antonio and various utility links.

- If the action is to **'Approve'** the request, then you must assign a number value priority to the request and adding your justification comments before selecting **'Approve Request'**. If however, you wish to **'Defer Request'**, **'Return to Department'** or **'Edit Request'** you do not need to assign a priority.
- If the position is lacking something, the Dean may select **'Return to Department'** from the actions lists which will then provide a text box to enter an explanation as to why the request is being returned.
- If a change in the request is minor, the Dean is able to edit the request themselves by selecting **'Edit Request'** from the actions list, input which field(s) needs to be edited and then the request will be unlocked and is shown to be able to edit. Once the edit(s) have been completed, the Dean will select **'Save'** at the bottom and then is able to set a priority and **'Approve Request'**.

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- The option of **'Defer Request'** indicates that the position request form is complete, however no further action will be taken at this time. The Dean must indicate why the position is being deferred and then it will be returned to the Department.
- And the Dean also has the option of creating the job position request themselves by returning to the dashboard and selecting the **'Add New Request'** button.

The screenshot displays the 'UTSA College Administrator Dashboard - Dean' for the 'COLLEGE OF BUSINESS'. The interface includes a navigation bar with the UTSA logo and 'Faculty Recruitment Portal' text. On the right, there are links for 'myUTSA', 'UTSA Today', 'Visit', 'Directory', and 'Search', along with a 'Dashboard' link and a user profile for 'Judith Verdon'. The main content area features a 'Year' dropdown set to '2020', 'Toggle View' buttons for 'Actionable' (green) and 'Submitted' (white), and an 'Export Data: To CSV' button. A 'New Request' section contains a blue 'Add New Request' button, which is circled in red. Below this, there is a table for 'Pending Action (1)' with columns for Fiscal Year, Dept. Priority, Your Priority, Position, Rank, Department, Est. Salary, Est. Start up, and Submitted. The table contains one row: Fiscal Year 2020, Dept. Priority 2, Your Priority Unassigned, Position New, Rank Assistant/Associate Professor, Department COB ACCOUNTING, Est. Salary \$3.00, Est. Start up \$0.00, and Submitted 4/10/2019. Below the table, there are sections for 'Withdrawn Requests (0)' and 'Returned Requests (0)', both showing 'NO WITHDRAWN REQUESTS' and 'NO RETURNED REQUESTS' respectively. The footer contains copyright information for 2019 The University of Texas at San Antonio, contact details, and social media icons.

- At this point the Dean/delegate would complete the request with the following items.

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The screenshot shows the 'New Tenure/Tenure Track Request' form on the UTSA Faculty Recruitment Portal. The form is for the 'COE COLLEGE OF ENGINEERING - COE MECHANICAL ENGINEERING'. It includes the following sections:

- Recruitment Cycle:** Recruitment Year (2020) and Department Priority (Please Select).
- Appointment Connection:** Appointment connection to hiring in other colleges (check all that apply).
  - Single Department Appointment
  - Cross Appointment (0% appointment in another department) Please Describe: [text box]
  - Mini (paired/connected) Cluster Hire Please Describe: [text box]
  - Joint (Split FTE, another department/same college or different department/different college) Please Describe: [text box]
- Institutional Alignment:** Alignment with Institutional Strategic Research Initiatives (check all that apply).
  - Cyber
    - Cybersecurity
    - Data Analytics/Big Data
    - Computational/Informatics
    - Digital
    - Cloud
  - Health

The first section contains information on the:

- Recruitment year
- Department priority-(Department has up to 5 options to prioritize postings, '0' allows you the option of submitting the form even if not complete, and returning at a later time to complete. **Saved requests** will have their own section on the dashboard. **Saved requests** will remain on the dashboard indefinitely and cannot be deleted. )
- Appointment Connection-refers to the type of appointment
- Institutional Alignment

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Neuro-engineering  
 Infectious Disease  
 Optimizing Performance/BioRegeneration  
 Population/Community

Fundamental Futures  
 Space Systems  
 Materials  
 National Security/Intelligence  
 Smart/Connected Infrastructure

Social – Economic Transformation  
 Disparities  
 Entrepreneurship  
 Career-Engaged Education  
 Improving Human Condition

Other... Please Describe:

Describe how the proposed position advances UTSA's institutional level strategic priorities in research excellence.

Describe how the proposed position supports UTSA's institutional goals in student success.

Explain how the proposed position advances faculty diversity inclusion goals and describe what steps will be taken to ensure a diverse candidate pool.

The next section contains the following information:

- College/department/program alignment
- Position information

College Alignment

Describe how this proposed position advances the College and the Department/Program strategic goals and priorities.

Describe how the proposed position contributes to an area of research or distinct scholarly expertise in the College and Department/Program.

Describe how the proposed hire supports academic program enrollment growth (address undergraduate and masters/doctoral separately) and/or meets current capacity needs. What is the projected capacity increase with this hire?

Position

Type	Reason for Replacement	Name and Rank of Faculty Member Being Replaced
-- Please Select --	<input type="text"/>	<input type="text"/>
Desired Rank	Research Area	Est. Salary
-- Please Select --	<input type="text"/>	\$ 0.00

Workload

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Instruction  %    Research  %    Service  %

Please describe the anticipated workload.

**Startup Costs & Equipment (all funding sources)**

Est. Start-up Cost **TOTAL: \$0.00**

Supplies/Operations <input type="text" value="\$ 0.00"/>	Graduate Assistants <input type="text" value="0"/>	Graduate Assistants Costs <input type="text" value="\$ 0.00"/>
Undergraduate costs <input type="text" value="\$ 0.00"/>	Faculty Summer Salary <input type="text" value="\$ 0.00"/>	Other Personnel Costs <input type="text" value="\$ 0.00"/>
Miscellaneous Costs <input type="text" value="\$ 0.00"/>		

Capital Equipment: Shared  Yes  No    Cost     Description

Capital Equipment: PI  Yes  No    Cost     Description

Minor Equipment  Yes  No    Cost     Description

**Additional Funding**

Will STARs be considered?  Yes  No    Amount     Where will funds be allocated?  Renovations  Equipment  Renovations and Equipment

Other Funding?  Yes  No    Amount     Description

**Endowment**

Endowed Position  Yes  No    Fully Funded  Yes  No    Name of Endowment and Position

**Office**

Space Required  Yes  No    Space Available  Yes  No    Location

**Lab**


Space Required  Yes  No    Space Available  Yes  No    Location

Type Required

**Extra**

Additional comments and/or anything else that is relevant to this request.

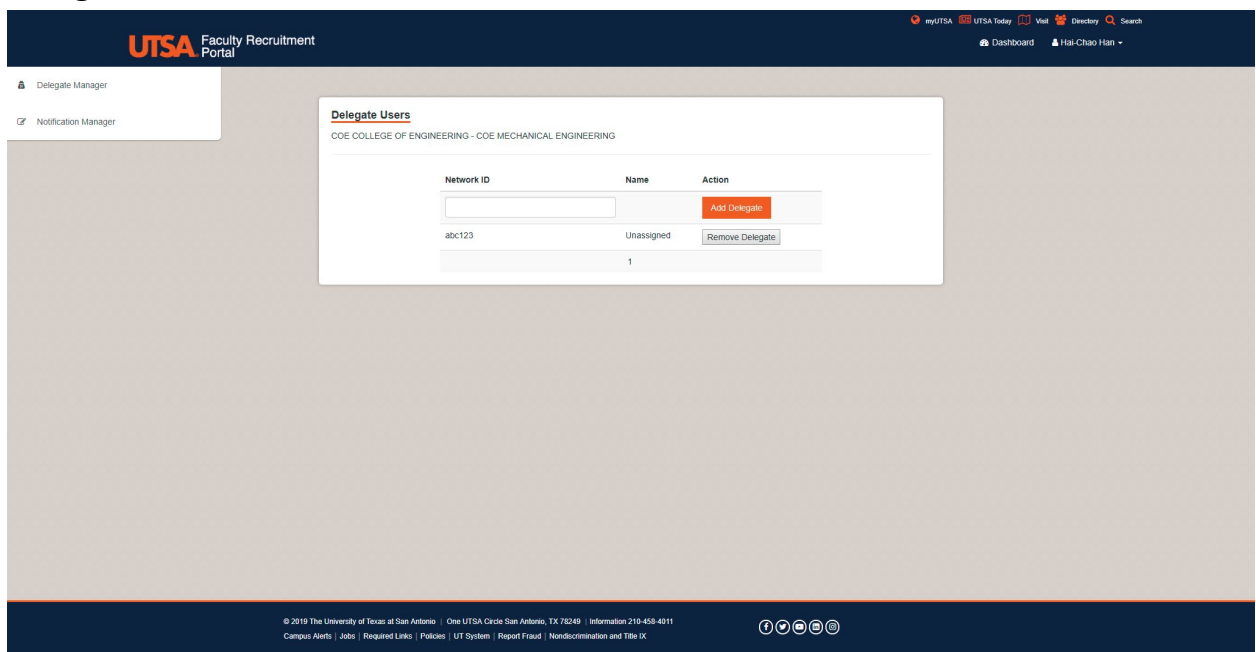
[Submit Request](#)

12. Once complete, select the  button.
13. Upon submission, you will be brought back to the dashboard. Select the **Submitted** button. This request is now ready for the Dean to take further action as described above.

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## To Delegate a User:

1. Login to the portal. From the dashboard, select your name at the top right of the screen and then select **'Settings'**.
2. Insert the network ID of the Delegate into the textbox and click **'Add delegate'**.



3. The **Delegate** will be able to submit/edit/withdraw on your behalf. Delegates cannot hold multiple delegations. It is your responsibility to remove the delegate if they no longer serve in this capacity.
4. To **Remove a Delegate**, from you dashboard, once again, select your name at the top right of the screen and then select **'Settings'**. Find the person(s) row and click **'Remove Delegate'**.