



# **FACULTY RECRUITMENT HIRING PORTAL**

**ASSIGNING A COMMITTEE CHAIR & CREATING  
THE RECRUITMENT PLAN**

Academic Affairs  
210.458.4110  
[provost.utsa.edu](http://provost.utsa.edu)

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# Manage Committee Chairs

Dean

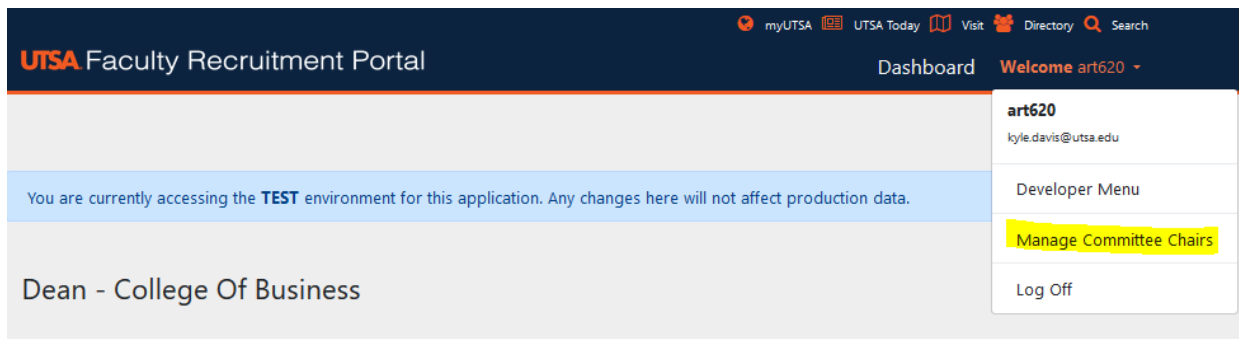
Position is Approved by the Provost and moves to the next phase of the Faculty Recruitment Portal – Recruitment Plan.

**You must be connected to the UTSA VPN to access all areas of the Faculty Recruitment Portal.**

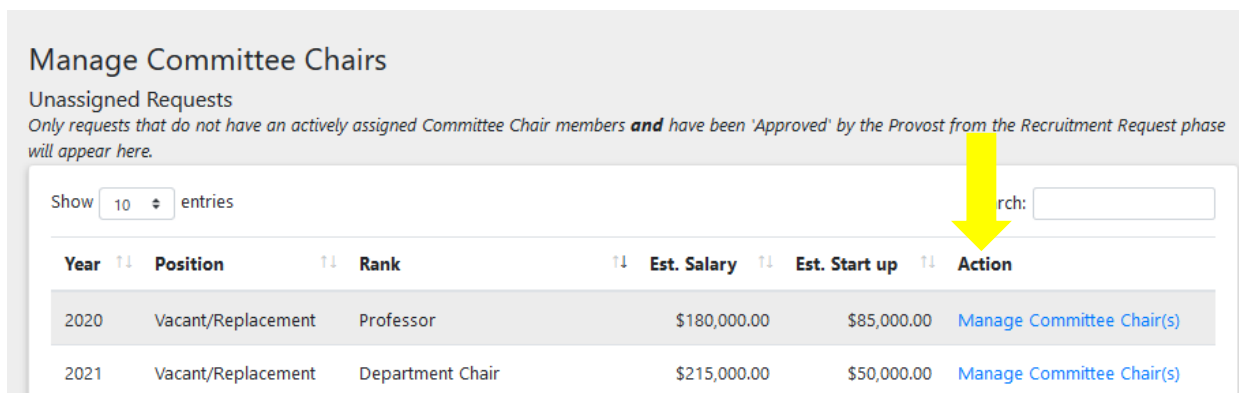
Login to the Faculty Recruitment Portal: <https://facultyrequest.it.utsa.edu/Account/Login>

Navigate to the Portal Dashboard

In the top right corner click on the arrow next to Welcome and select **Manage Committee Chairs**



From the list select the position that you want to assign the committee chair(s) by selecting the hyperlink under Action “[Manage Committee Chair\(s\)](#)”



At the top of the Manage Committee Chair page you will find a summary of the position request.

Scroll to the bottom of the page can add up to 2 Committee Chairs for the position by entering their network (myUTSA) ID.

Once you add a committee chair you will see the screen below

The screenshot shows the UTSA Faculty Recruitment Portal interface. At the top, there is a dark blue header with the UTSA logo and navigation links: myUTSA, UTSA Today, Visit, Directory, and Search. Below the header, a light blue banner indicates that the user is in a TEST environment. The main content area features a 'Reference' section with a link to the Recruitment Manual and a list of details for a committee chair: College, Department (College Of Business, Cob Marketing), Rank (Department Chair), Research Area (Marketing), Appointment Connection (Data Analytics/Big Data, Computational/Informatics, Entrepreneurship), and Est. Salary (\$215,000.00). A green success message states that Kirstin Wilsey has been added as a Committee Chair. Below this is a table with columns for Network ID, First Name, Last Name, Email, and Action. The table contains one entry for Kirstin Wilsey with Network ID kci427 and email KIRSTIN.WILSEY@UTSA.EDU. Below the table, there is a section for adding a new person as a committee chair, with a text input field for the Network ID and an 'Add Person' button.

UTSA Faculty Recruitment Portal

myUTSA UTSA Today Visit Directory Search

Dashboard Welcome art620

You are currently accessing the **TEST** environment for this application. Any changes here will not affect production data.

Reference

The UTSA Faculty Recruitment Manual should be used as your guide through the recruitment process. The manual can be found by visiting the following link: [Recruitment Manual](#)

**College, Department** College Of Business, Cob Marketing

**Rank** Department Chair

**Research Area** Marketing

**Appointment Connection** Data Analytics/Big Data, Computational/Informatics, Entrepreneurship

**Est. Salary** \$215,000.00

Success!

Kirstin Wilsey has been added as a Committee Chair and should now be eligible to login to this application and start creating a Recruitment Plan!

Network ID	First Name	Last Name	Email	Action
kci427	Kirstin	Wilsey	KIRSTIN.WILSEY@UTSA.EDU	<a href="#">Edit</a>   <a href="#">Deactivate</a>

Add Person as Committee Chair Role (max 2 active)

Network ID \*

If you want to remove the person that you added, click deactivate.

If you need to edit the information related to the person you click edit.

# Create and Submit Recruitment Plan

## Committee Chair

**You must be connected to the UTSA VPN to access all areas of the Faculty Recruitment Portal.**

Login to the Faculty Recruitment Portal: <https://facultyrequest.it.utsa.edu/Account/Login>

From the Dashboard, if you have multiple roles in the portal you will need to select the Committee Chair role you to complete the recruitment plan.

The screenshot shows the 'Select Role' page in the UTSA Faculty Recruitment Portal. At the top, there is a navigation bar with 'UTSA Faculty Recruitment Portal' on the left and 'Dashboard Welcome kci427' on the right. Below the navigation bar is a blue banner with the text: 'You are currently accessing the TEST environment for this application. Any changes here will not affect production data.' The main content area is titled 'Select Role' and contains two role cards. The left card is 'Authorized Role' with details: Role: Provost, College: (blank), Dept: Academic Affairs, Provost. The right card is 'Delegated Role' with details: Role: Committee Chair, College: N/A, Dept: N/A. A yellow arrow points to the 'Delegated Role' card. Both cards have a 'Select Role' button at the bottom.

The following screen will display. Select "Create Plan" to develop the recruitment plan for that position.

The screenshot shows the 'Committee Chair - Committee Chair Role' page in the UTSA Faculty Recruitment Portal. At the top, there is a navigation bar with 'UTSA Faculty Recruitment Portal' on the left and 'Dashboard Welcome kci427' on the right. Below the navigation bar is a blue banner with the text: 'You are currently accessing the TEST environment for this application. Any changes here will not affect production data.' The main content area is titled 'Committee Chair - Committee Chair Role' and contains three tabs: 'Recruitment Plan' (selected), 'Hiring', and 'Hiring Package'. Below the tabs is a section titled 'PENDING ACTION' which contains a table with one entry. A yellow arrow points to the 'Create Plan' button in the table. The table has columns: Year, Position, Rank, Est. Salary, Est. Start up, and Action. The entry is for the year 2021, position 'Vacant/Replacement', rank 'Department Chair', estimated salary '\$215,000.00', and estimated start up '\$50,000.00'. Below the table is a pagination bar showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

Year	Position	Rank	Est. Salary	Est. Start up	Action
2021	Vacant/Replacement	Department Chair	\$215,000.00	\$50,000.00	Create Plan

At the top of the screen you will find a summary of the position you are creating a recruitment plan for.

Followed by the required items for the recruitment plan. Please refer to the Faculty Recruitment Manual for details on each item.

The screenshot shows the UTSA Faculty Recruitment Portal interface. At the top, there is a dark blue header with the UTSA logo and the text "Faculty Recruitment Portal". To the right of the header, there are navigation links: "myUTSA", "UTSA Today", "Visit", "Directory", and "Search". Below the header, there is a light blue banner with the text: "You are currently accessing the TEST environment for this application. Any changes here will not affect production data." Below the banner, the main content area is titled "Create Recruitment Plan". Under this title, there is a "Reference" section with the text: "The UTSA Faculty Recruitment Manual should be used as your guide through the recruitment process. The manual can be found by visiting the following link: [Recruitment Manual](#)". Below the reference section, there is a table with the following data:

<b>College, Department</b>	College Of Business, Cob Marketing
<b>Rank</b>	Department Chair
<b>Research Area</b>	Marketing
<b>Appointment Connection</b>	Data Analytics/Big Data, Computational/Informatics, Entrepreneurship
<b>Est. Salary</b>	\$215,000.00

In the first section of the recruitment plan you will select the search committee members. Please enter all the required fields and follow the guidance provided in the [Faculty Recruitment Manual](#) to ensure that you committee structure meets the requirements. There is a section for Internal Members (UTSA employees) and External Members (Commitment members not employed by UTSA).

Search Committee

**Committee Chair Members**

Committee Chair Member 1

First Name	Last Name	Department
<input type="text" value="Kirstin"/>	<input type="text" value="Wilsey"/>	<input type="text" value="ACADEMIC AFFAIRS, PROVC"/>
Title	Email *	
<input type="text" value="ASSISTANT VICE PROVOST"/>	<input type="text" value="KIRSTIN.WILSEY@UTSA.EDU"/>	

**Internal**

Internal 1

First Name *	Last Name *	Department *
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text"/>
Title *	Email *	
<input type="text"/>	<input type="text" value="example@email.com"/>	

Internal 2

First Name *	Last Name *	Department *
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text"/>
Title *	Email *	
<input type="text"/>	<input type="text" value="example@email.com"/>	

Internal 3

First Name *	Last Name *	Department *
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text"/>
Title *	Email *	
<input type="text"/>	<input type="text" value="example@email.com"/>	

[+ Add Internal Member](#)

**External**

External 1

First Name	Last Name	Email
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="example@email.com"/>

External 2

First Name	Last Name	Email
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="example@email.com"/>

External 3

First Name	Last Name	Email
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="example@email.com"/>

Upload a MS Word file that contains the timeline for the search.

Timeline for Search Process




**Click me to choose a Microsoft Word File** or drag it here!

Upload a MS Word file that contains the job description of the position being recruited. Remember to follow the guidance provided in the Faculty Recruitment Manual on requirements for the Job Description.

Job Description

Please include:

- Position and rank.
- Closing date if applicable.
- Required and preferred qualifications.
- Candidates must submit:
  - CV
  - Personal Statement on Research, Teaching, and Diversity
  - Other materials as determined by the department and/or college
- Required statements in the description and advertisements:
  - Inclusive [excellence language](#)
  - Statement indicating whether candidates who have not completed their doctoral dissertation (ABDs) will be considered
  - If one or more of the positions advertised includes tenure upon hire, the ad must include the statement "Tenure is contingent upon Board of Regents approval."
  - "Applicants who are selected for interviews must be able to show proof that they will be eligible and qualified to work in the United States by time of hire."
  - "UTSA is an Affirmative Action/Equal Opportunity Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply."



**Click me to choose a Microsoft Word File** or drag it here!



The final section is for the Job Advertisement. Please use the text box provided to share the Short and Long version of the advertisement. Provide details on where the department/college will advertise the position.

**Job Advertisement**  
See above for required statements

Short version:

Long version:

How will the subject matter or professional organizations in the department advertise for this position?


[To Dashboard](#) [Submit Recruitment Plan](#)

When completed click Submit Recruitment Plan.

myUTSA UTSA Today Visit Directory Search

UTSA Faculty Recruitment Portal Dashboard Welcome kci427

You are currently accessing the **TEST** environment for this application. Any changes here will not affect production data.



**Thank you**  
Recruitment Plan has been submitted.

[To Dashboard](#)

The recruitment plan will move forward using the workflow below:

Committee Chair > Department Chair > Dean > Inclusive Excellence > Academic Affairs

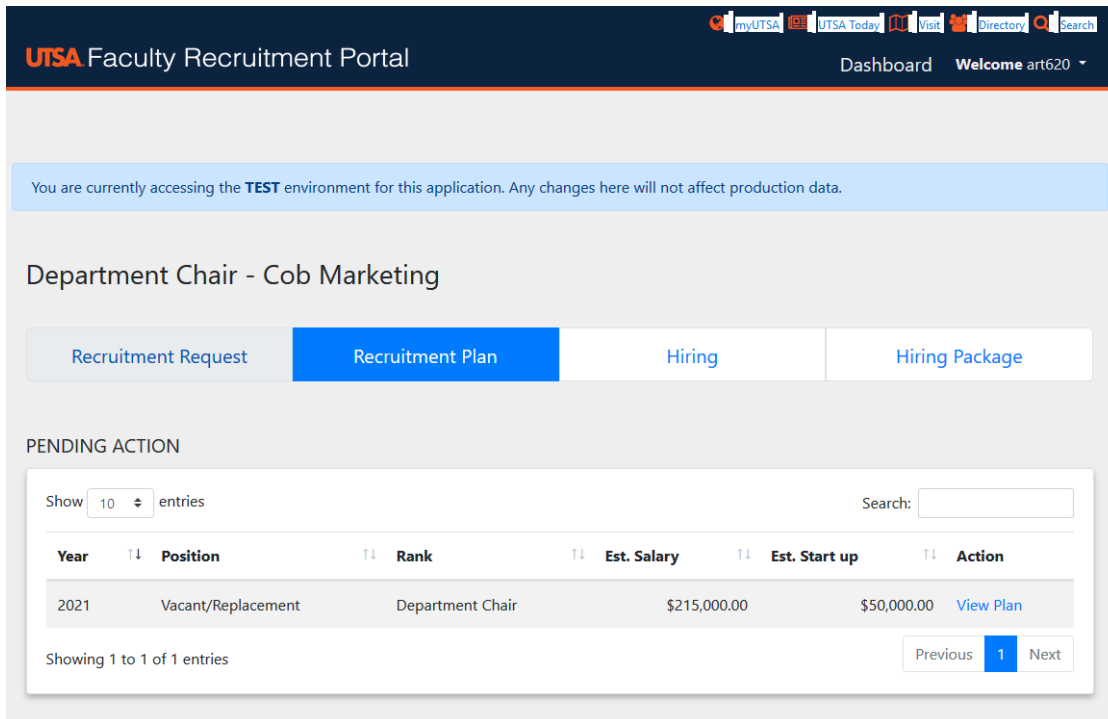
## Department Chair

### Review, Return, Edit, Approve Recruitment Plan

You must be connected to the UTSA VPN to access all areas of the Faculty Recruitment Portal.

Login to the Faculty Recruitment Portal: <https://facultyrequest.it.utsa.edu/Account/Login>

On the Portal Dashboard click on Recruitment Plan tab at the top and navigate to the Recruitment Plans pending action. Select View plan under Action. This will allow you to view and edit the plan.



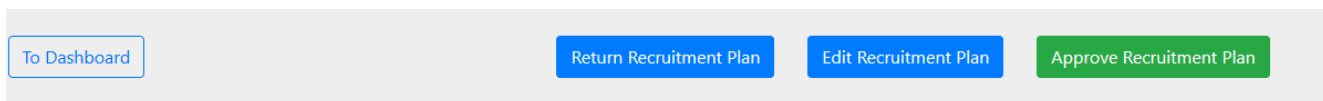
The screenshot shows the UTSA Faculty Recruitment Portal interface. At the top, there is a navigation bar with links for myUTSA, UTSA Today, Visit, Directory, and Search. The main header displays "UTSA Faculty Recruitment Portal" and "Dashboard Welcome art620". A blue notification banner states: "You are currently accessing the TEST environment for this application. Any changes here will not affect production data." Below this, the page title is "Department Chair - Cob Marketing". A horizontal menu contains four tabs: "Recruitment Request", "Recruitment Plan" (which is highlighted in blue), "Hiring", and "Hiring Package". Under the "Recruitment Plan" tab, the section is titled "PENDING ACTION". It features a search bar and a table with the following data:

Year	Position	Rank	Est. Salary	Est. Start up	Action
2021	Vacant/Replacement	Department Chair	\$215,000.00	\$50,000.00	<a href="#">View Plan</a>

At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" navigation buttons.

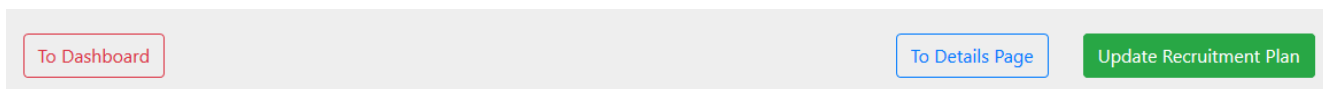
After reviewing the plan scroll to the bottom of the page to take the following actions:

- Return Recruitment plan – returns the plan to the Committee Chair for edits.
- Edit Recruitment plan – allows you to make edits
- Approve Recruitment plan – approves the plan and moves forward to the Dean.



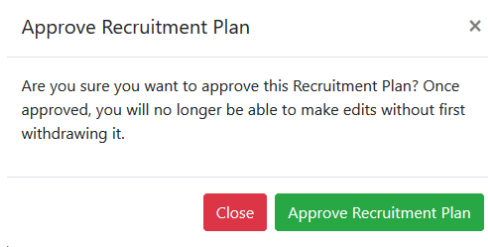
This screenshot shows a horizontal bar with four buttons: "To Dashboard" (blue), "Return Recruitment Plan" (blue), "Edit Recruitment Plan" (blue), and "Approve Recruitment Plan" (green).

If you select Edit Recruitment plan, you can edit the search committee members, uploaded timeline for search, uploaded job description and job advertisements. Then select update recruitment plan. It will take you back to view the recruitment plan and then you can Approve Recruitment Plan.



This screenshot shows a horizontal bar with three buttons: "To Dashboard" (blue), "To Details Page" (blue), and "Update Recruitment Plan" (green).

When you select Approve Recruitment Plan you will see the screen below, reminding you that you must withdraw the request to make edits after approving the request.



## Dean

### Review, Return, Edit and Approve Recruitment Plan

**You must be connected to the UTSA VPN to access all areas of the Faculty Recruitment Portal.**

Login to the Faculty Recruitment Portal: <https://facultyrequest.it.utsa.edu/Account/Login>

On the Portal Dashboard click on Recruitment Plan tab at the top and navigate to the Recruitment Plans pending action. Select View plan under Action. This will allow you to view, return, edit and approve the plan.

The screenshot shows the 'UTSA Faculty Recruitment Portal' dashboard. The user is logged in as 'art620'. A notification states: 'You are currently accessing the TEST environment for this application. Any changes here will not affect production data.' The user is viewing the 'Recruitment Plan' tab for 'Dean - College Of Business'. Below the tabs, there is a 'PENDING ACTION' section with a table of recruitment plans.

Year	Position	Rank	Est. Salary	Est. Start up	Action
2021	Vacant/Replacement	Department Chair	\$215,000.00	\$50,000.00	<a href="#">View Plan</a>

Showing 1 to 1 of 1 entries

After reviewing the plan scroll to the bottom of the page to take the following actions:

- Return Recruitment plan – returns the plan to the Committee Chair for edits.
- Edit Recruitment plan – allows you to make edits
- Approve Recruitment plan – approves the plan and moves forward to the Dean.

[To Dashboard](#)

[Return Recruitment Plan](#)

[Edit Recruitment Plan](#)

[Approve Recruitment Plan](#)

If you select Edit Recruitment plan, you can edit the search committee members, uploaded timeline for search, uploaded job description and job advertisements. Then select update recruitment plan. It will take you back to view the recruitment plan and then you can Approve Recruitment Plan.

[To Dashboard](#)

[To Details Page](#)

[Update Recruitment Plan](#)

When you select Approve Recruitment Plan you will see the screen below, reminding you that you must withdraw the request to make edits after approving the request.

Approve Recruitment Plan

×

Are you sure you want to approve this Recruitment Plan? Once approved, you will no longer be able to make edits without first withdrawing it.

[Close](#)

[Approve Recruitment Plan](#)

## Inclusive Excellence

### Review, Return, Approve Recruitment Plan

**You must be connected to the UTSA VPN to access all areas of the Faculty Recruitment Portal.**

Login to the Faculty Recruitment Portal: <https://facultyrequest.it.utsa.edu/Account/Login>

On the Portal Dashboard click on Recruitment Plan tab at the top and navigate to the Recruitment Plans pending action. Select View plan under Action. This will allow you to view, return, edit and approve the plan.

You are currently accessing the **TEST** environment for this application. Any changes here will not affect production data.

### Inclusive - Inclusive Excellence

Recruitment Plan
Hiring
Hiring Package

**PENDING ACTION**

Show  entries Search:

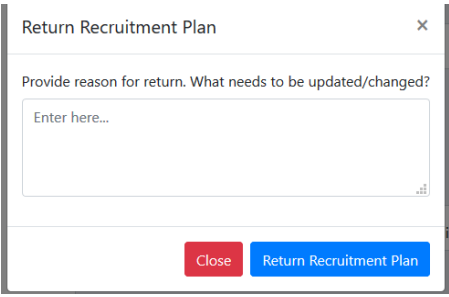
Year	Position	Rank	Est. Salary	Est. Start up	Action
2021	Vacant/Replacement	Department Chair	\$215,000.00	\$50,000.00	<a href="#">View Plan</a>

Showing 1 to 1 of 1 entries Previous **1** Next

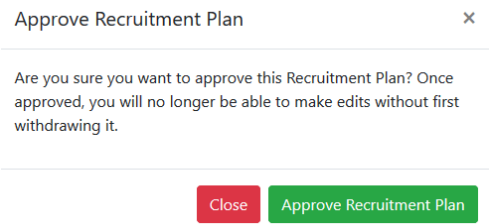
**After reviewing the plan scroll to the bottom of the page to take the following actions:**

To Dashboard
Return Recruitment Plan
Approve Recruitment Plan

- Return Recruitment plan – returns the plan to the Committee Chair for edits. Enter notes/comments in the text box that appears so that the committee chair knows what needs to be edited.



- Approve Recruitment plan – approves the plan and moves forward to the Dean.



## How to withdraw recruitment plan for edits

The request can be withdrawn by the last role that acted on the request. To withdraw the request, view the request, scroll to the bottom and select withdraw request.

[To Dashboard](#)

[Withdraw Recruitment Plan](#)

A window will appear where you need to enter a justification for withdrawing your request.

Withdraw Recruitment Plan



Provide reason for withdrawing. What needs to be updated/changed?

Enter here...

[Close](#)

[Withdraw Recruitment Plan](#)