FACULTY RECRUITMENT HIRING PORTAL
ASSIGNING A COMMITTEE CHAIR & CREATING THE RECRUITMENT PLAN

Academic Affairs
210.458.4110
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.

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

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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 following screen will display. Select “Create Plan” to develop the recruitment plan for that position.
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.
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).

<table>
<thead>
<tr>
<th>Search Committee</th>
<th>Committee Chair Members</th>
<th>Committee Chair Member 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
<td>Department</td>
</tr>
<tr>
<td>Kirstin</td>
<td>Wiley</td>
<td>ACADEMIC AFFAIRS, PROVST</td>
</tr>
<tr>
<td>Title</td>
<td>Email*</td>
<td><a href="mailto:KIRSTIN.WILEY@UTSA.EDU">KIRSTIN.WILEY@UTSA.EDU</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internal 1</th>
<th>First Name *</th>
<th>Last Name *</th>
<th>Department *</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Doe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title *</td>
<td>Email *</td>
<td><a href="mailto:example@email.com">example@email.com</a></td>
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<th>Department *</th>
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<td>Doe</td>
<td></td>
<td></td>
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<td>Email *</td>
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Upload a MS Word file that contains the timeline for the search.

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.
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.

When completed click Submit Recruitment Plan.

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.

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.

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.
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

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

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.

Inclusive Excellence

Review, Return, Approve Recruitment Plan

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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.
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. 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.

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