

Submitting Hiring Package Documents

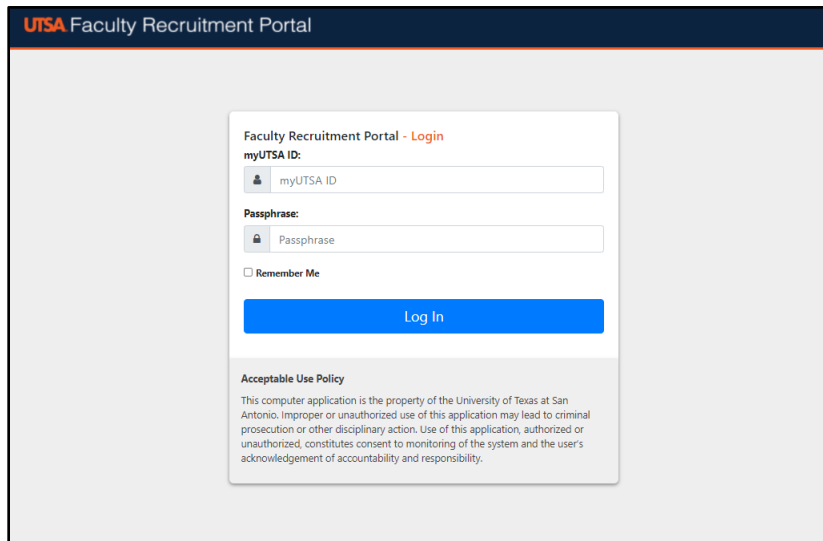
Faculty Hiring Portal

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The Faculty Recruitment Portal is used to request permission to recruit and hire new Tenure/Tenure Track Faculty Members at UTSA. The portal can be found with the following link: [Faculty Recruitment Portal](#).

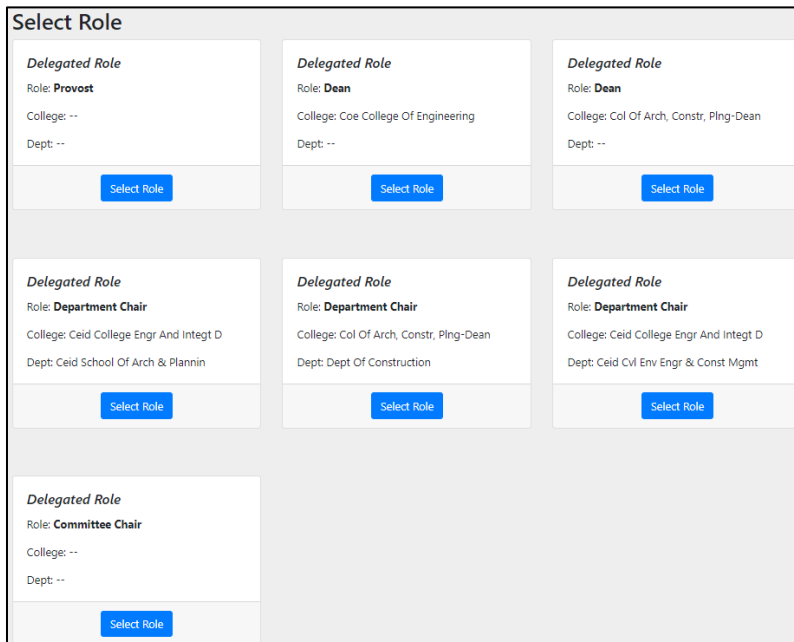


Ensure that the user is connected to the VPN, in order to access the Faculty Recruitment Portal

Network ID (UTSA ABC123) and Passphrase are used to log into the portal.

Note- The Hiring Package tab will be available once a Faculty Recruitment Request and Plan, and Hiring tabs have been fully approved.

From the Dashboard, if you have multiple roles in the portal you will need to select the appropriate role.



Dean or Dean's Delegate

Create, Review and Edit Hiring Package

Follow the steps on page 1 for login instructions and role selection.

Once the Dean's role is selected, the portal will take you to the Dean's Home Dashboard. Click on the Hiring Package and the desired year.

On the Portal Dashboard click on the Hiring Tab and navigate to the Pending Actions section. The Pending Action section will display any fully approved Hiring Plans. Those Hiring Packages are available to initiate the final onboarding documents for approved faculty recruitment search hires.

Dean - College Of Liberal / Fine Arts

Recruitment Request
Recruitment Plan
Hiring
Hiring Package

Year

PENDING ACTION

Show entries
Search:

Year	Position	Rank	Department	Est. Salary	Est. Start up	Action
2024	New	Assistant Professor	COLFA HISTORY	\$29,999.00	\$20,000.00	Create Hiring Package

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

COMPLETED

Show entries
Search:

Year	Position	Rank	Department	Est. Salary	Est. Start up	Cur. Stage	Action
2024	Position from Previous Recruitment Cycle	Assistant Professor	COLFA HISTORY	\$65,000.00	\$432,100.00	Completed	View Hiring Package
2024	New	Open Rank	COLFA HISTORY	\$15,000.00	\$15,000.00	Completed	View Hiring Package

Showing 1 to 2 of 2 entries Previous **1** Next

Click on the Create Hiring Package link to initiate the Hiring Package for the selected request.

Dean - College Of Liberal / Fine Arts

Recruitment Request Recruitment Plan Hiring **Hiring Package**

Year
2024

PENDING ACTION

Show 10 entries Search:

Year	Position	Rank	Department	Est. Salary	Est. Start up	Action
2024	New	Assistant Professor	COLFA HISTORY	\$29,999.00	\$20,000.00	Create Hiring Package

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

At the top of the screen you will find a reference and summary of the specific recruitment. This section includes the following:

- College and Department
- Ranks
- Research Area
- Appointment Connection
- Estimated Salary
- Position Number

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 LIBERAL / FINE ARTS, COLFA HISTORY
Rank	Assistant Professor
Research Area	Ecology
Appointment Connection	Digital Economy, Cyber Security
Est. Salary	\$29,999.00
Position Number	New

There is six tabs within the Hiring Package that can be navigated:

- Recruitment Request – Opens a read only window of the searches Recruitment Request.
- Recruitment Plan– Opens a read only window of the searches Recruitment Plan.
- Hiring Plan – Opens a read only window of the searches Hiring Request.
- Hiring Package – The editable tab used to upload the final Hiring Packet documents.
- History – Provides a track record of the approval process of the recruitment request.
- Comments – Displays any comments made throughout the approval process of the request.

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 LIBERAL / FINE ARTS, COLFA HISTORY
Rank	Assistant Professor
Research Area	Ecology
Appointment Connection	Digital Economy, Cyber Security
Est. Salary	\$29,999.00
Position Number	New

Recruitment Request	Recruitment Plan	Hiring Plan	Hiring Package	History	Comments
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Available under the individual tabs and at the bottom of the page are the buttons to go back to the home dashboard and the Edit Hiring Package Button. The Edit Hiring Package button must be clicked in order to unlock the document upload fields for the Final Hiring Documents.

Final Documents	
Note: The items on this page can be added/edited by many roles at any time.	
To Dashboard	Edit Hiring Package

Under the Hiring Package tab and after clicking on the Edit Hiring Package button, the document upload sections will become unlocked and ready for document loads.

The Hiring Package contains the following documents:

- Explanation of Payments Letter – Faculty welcome letter that explains their onboarding paychecks
- Transcripts of Terminal Degree – if ABD the most recent transcript and then terminal degree transcript uploaded once achieved
- Signed Offer Letter – Final signed copy of offer letter
- Final Source of Funds – Final SOF signed by Dept Chair and Dean
- Non-US Citizenship Information – International Services Office contact date/information
- Criminal Background Check – Communication that a CBC has been initiated or completed

Final Documents

Note:The items on this page can be added/edited by many roles at any time.


[To Dashboard](#) [To Details Page](#) [Save Changes](#)

Explanation of Payment	Documents (.pdf, .doc, .docx)(10MB max)	<input type="text" value="Upload new Explanation Of Payment..."/>	Browse	Upload
Transcripts of Terminal Degree	Documents (.pdf, .doc, .docx)(10MB max)	<input type="text" value="Upload new Transcripts..."/>	Browse	Upload
Signed Offer Letter	Documents (.pdf, .doc, .docx)(10MB max)	<input type="text" value="Upload Signed Offer Letter..."/>	Browse	Upload
Final Source of Funds	Documents (.pdf, .doc, .docx, .xlsx)(10MB max)	<input type="text" value="Upload new Final Source Funds..."/>	Browse	Upload
Non-US Citizen Information	Documents (.pdf, .doc, .docx)(10MB max)	<input type="text" value="Upload Non US Citizen Info..."/>	Browse	Upload
Criminal Background Check	Documents (.pdf, .doc, .docx)(10MB max)	<input type="text" value="Upload new Explanation Of Payment..."/>	Browse	Upload

[To Dashboard](#) [To Details Page](#) [Save Changes](#)

Click the Browse Button to search for and to select the desired Hiring Package document and then click the Upload button to complete that field.

Explanation of Payment	Documents (.pdf, .doc, .docx)(10MB max)	<input type="text" value="Upload new Explanation Of Payment..."/>	Browse	Upload
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The screenshot shows a form titled "Explanation of Payment" with a sub-header "Documents (.pdf, .doc, .docx)(10MB max)". Below this is a text input field containing "TEST.docx", a "Browse" button, and a green "Upload" button. A yellow arrow points to the "Upload" button.

Once the selected document has been uploaded, the portal will refresh the section to show that the document has been uploaded successfully.

Additional documents can be uploaded by following the steps above, or removed by selected the **Red X** button next to the document's name.

The screenshot shows the "Explanation of Payment" section after a successful upload. The sub-header remains "Documents (.pdf, .doc, .docx)(10MB max)". Below it, a red 'X' icon is next to the text "Download ExplanationOfPaymentsLetter.docx from lqa750 on Sep 21, 2023 4:16PM". Below this is the text "Or..", a text input field containing "Success! Upload another...", a "Browse" button, and a green "Upload" button.

Continue the above steps for each Final Hiring Package Document type until each applicable category has a had a successful document(s) uploaded.

Once all of the appropriate document(s) have been uploaded, click the Save Changes Button at the top/bottom of the page.

The screenshot shows the "Final Documents" page. At the top, there is a "Note: The items on this page can be added/edited by many roles at any time." Below the note are two buttons: "To Dashboard" and "To Details Page", and a green "Save Changes" button. The main content area is titled "Explanation of Payment" and contains the same document upload section as shown in the previous screenshots, including the "Download ExplanationOfPaymentsLetter.docx" message and the "Success! Upload another..." input field.

Confirm the changes by clicking the Save Changes button on the popup window.

The screenshot shows a "Save confirmation" dialog box with a close button (X) in the top right corner. The text inside the dialog asks "Are you sure you want to save your changes?". At the bottom of the dialog are two buttons: a red "Close" button and a green "Save changes" button.

The portal will refresh and provide a Success message, validating that the previous changes have been saved. Each of the uploaded documents will display and are able to be clicked on for review/download.

Note The Save button saves the progress on the page and the page can be revisited later for additional updates.

Success! ×

Your changes have been saved!

Recruitment Request	Recruitment Plan	Hiring Plan	Hiring Package	History	Comments
Final Documents					
<p>Note: The items on this page can be added/edited by many roles at any time.</p> <p style="display: flex; justify-content: space-between;"> To Dashboard Edit Hiring Package </p>					
Explanation of Payment		<p>Documents (.pdf, .doc, .docx)(10MB max)</p> <p style="text-align: center;">Download ExplanationOfPaymentsLetter.docx from lqa750 on 9/21/2023 4:16:08 PM</p>			
Transcripts of Terminal Degree		<p>Documents (.pdf, .doc, .docx)(10MB max)</p> <p style="text-align: center;">Download TranscriptsOfTerminalDegree.docx from lqa750 on 9/22/2023 9:10:59 AM</p>			
Signed Offer Letter		<p>Documents (.pdf, .doc, .docx)(10MB max)</p> <p style="text-align: center;">Download SignedOfferLetterCopy.docx from lqa750 on 9/22/2023 9:11:07 AM</p>			
Final Source of Funds		<p>Documents (.pdf, .doc, .docx, .xlsx)(10MB max)</p> <p style="text-align: center;">Download FinalSourceFunds.docx from lqa750 on 9/22/2023 9:11:19 AM</p>			
Non-US Citizen Information		<p>Documents (.pdf, .doc, .docx)(10MB max)</p> <p style="text-align: center;">Download NonUSCitizenInformation.docx from lqa750 on 9/22/2023 9:11:26 AM</p>			
Criminal Background Check		<p>Documents (.pdf, .doc, .docx)(10MB max)</p> <p style="text-align: center;">Download CriminalBackGroundCheck.docx from lqa750 on 9/22/2023 9:11:34 AM</p>			

Once all of the specific applicable documents for the new faculty member have been uploaded, Academic Affairs will review and approve the Hiring Package documents and tab.

Final reviewed and approved Hiring Packages by the Provost will appear in the Completed section back on the Dean's Dashboard.

Dean - College Of Liberal / Fine Arts

Recruitment Request
Recruitment Plan
Hiring
Hiring Package

Year

PENDING ACTION

Show entries Search:

Year	Position	Rank	Department	Est. Salary	Est. Start up	Action
2024	New	Assistant Professor	COLFA HISTORY	\$29,999.00	\$20,000.00	View Hiring Package

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

COMPLETED

Show entries Search:

Year	Position	Rank	Department	Est. Salary	Est. Start up	Cur. Stage	Action
2024	Position from Previous Recruitment Cycle	Assistant Professor	COLFA HISTORY	\$65,000.00	\$432,100.00	Completed	View Hiring Package
2024	New	Open Rank	COLFA HISTORY	\$15,000.00	\$15,000.00	Completed	View Hiring Package

Showing 1 to 2 of 2 entries Previous **1** Next

Provost or Provost's Delegate

Create, Review, Edit, Submit Hiring Package

Follow the steps on page 1 for login instructions and role selection.

Once the Provost role is selected, the portal will take you to the Provost's Home Dashboard. Click on the Hiring Package tab and the desired year.

On the Portal Dashboard click on the Hiring Tab and navigate to the Pending Actions section. The Pending Action section will display any fully approved Hiring Plans. Those Hiring Packages are available to create, edit/view and approve the final onboarding documents for approved faculty recruitment search hires.

Hiring Package Pending Action Actions

- View Hiring Package – To return to a previously started Hiring Package or to start the review/approval process of the Hiring Package.
- Create Hiring Package – to initiate the Hiring Package to house the final hiring documents of the recruited faculty member

Provost - Provost Dashboard

Recruitment Request
Recruitment Plan
Hiring
Hiring Package

Year
2024 ▼

PENDING ACTION

Show 10 entries Search:

Year	Position	Rank	Department	Est. Salary	Est. Start up	Action
2024	New	Assistant Professor	COLFA HISTORY	\$29,999.00	\$20,000.00	View Hiring Package
2024	New	Assistant Professor	COS COMPUTER SCIENCE	\$502.00	\$0.00	Create Hiring Package

Showing 1 to 2 of 2 entries Previous 1 Next

COMPLETED

Show 10 entries Search:

Year	Position	Rank	Department	Est. Salary	Est. Start up	Cur. Stage	Action
2024	Position from Previous Recruitment Cycle	Assistant Professor	COLFA HISTORY	\$65,000.00	\$432,100.00	Completed	View Hiring Package
2024	New	Open Rank	COLFA HISTORY	\$15,000.00	\$15,000.00	Completed	View Hiring Package

Showing 1 to 2 of 2 entries Previous 1 Next

To start and create a Hiring Package, follow the steps above under the Dean or Dean’s Delegate section.

Note The Provost and Dean’s role can simultaneously work on a Hiring Package request at the same time.

Review and Approval of the Hiring Package

After clicking on the View Hiring Package option, at the top of the screen you will find a reference and summary of the specific recruitment. This section includes the following:

- College and Department
- Ranks
- Research Area
- Appointment Connection
- Estimated Salary
- Position Number

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 LIBERAL / FINE ARTS, COLFA HISTORY
Rank	Assistant Professor
Research Area	Ecology
Appointment Connection	Digital Economy, Cyber Security
Est. Salary	\$29,999.00
Position Number	New

There is six tabs within the Hiring Package that can be navigated:

- Recruitment Request – Opens a read only window of the searches Recruitment Request.
- Recruitment Plan– Opens a read only window of the searches Recruitment Plan.
- Hiring Plan – Opens a read only window of the searches Hiring Request.
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- Comments – Displays any comments made throughout the approval process of the request.

Reference

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Rank	Assistant Professor
Research Area	Ecology
Appointment Connection	Digital Economy, Cyber Security
Est. Salary	\$29,999.00
Position Number	New

Recruitment Request	Recruitment Plan	Hiring Plan	Hiring Package	History	Comments
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Available under the individual tabs and at the bottom of the page are the buttons to go back to the home dashboard, Edit Hiring Package, and Complete Hiring Package Buttons. The Edit Hiring Package button must be clicked in order to unlock the document upload fields to delete or to upload new versions of the Final Hiring Documents.

Final Documents

Note: The items on this page can be added/edited by many roles at any time.

To Dashboard	Edit Hiring Package	Complete Hiring Package
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Refer to the Dean’s section above starting on page 6 for instructions on how to upload new documents or to delete previously uploaded attachments.

The Provost or their delegate will review the uploaded Hiring Package documents based on established Academic Affairs requirements and policies.

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 LIBERAL / FINE ARTS, COLFA HISTORY
Rank	Assistant Professor
Research Area	Ecology
Appointment Connection	Digital Economy, Cyber Security
Est. Salary	\$29,999.00
Position Number	New

Recruitment Request
Recruitment Plan
Hiring Plan
Hiring Package
History
Comments

Final Documents

Note: The items on this page can be added/edited by many roles at any time.

[To Dashboard](#)
Edit Hiring Package
Complete Hiring Package

Explanation of Payment	Documents (.pdf, .doc, .docx)(10MB max) Download ExplanationOfPaymentsLetter.docx from Iqa750 on 9/21/2023 4:16:08 PM
Transcripts of Terminal Degree	Documents (.pdf, .doc, .docx)(10MB max) Download TranscriptsOfTerminalDegree.docx from Iqa750 on 9/22/2023 9:10:59 AM
Signed Offer Letter	Documents (.pdf, .doc, .docx)(10MB max) Download SignedOfferLetterCopy.docx from Iqa750 on 9/22/2023 9:11:07 AM
Final Source of Funds	Documents (.pdf, .doc, .docx, .xlsx)(10MB max) Download FinalSourceFunds.docx from Iqa750 on 9/22/2023 9:11:19 AM
Non-US Citizen Information	Documents (.pdf, .doc, .docx)(10MB max) Download NonUSCitizenInformation.docx from Iqa750 on 9/22/2023 9:11:26 AM
Criminal Background Check	Documents (.pdf, .doc, .docx)(10MB max) Download CriminalBackGroundCheck.docx from Iqa750 on 9/22/2023 9:11:34 AM

[To Dashboard](#)
Edit Hiring Package
Complete Hiring Package

Once the Hiring Package’s documents have been reviewed and verified the Hiring Package can be marked Completed. Click on the green **Complete Hiring Package** button.

Final Documents

Note: The items on this page can be added/edited by many roles at any time.

To Dashboard
Edit Hiring Package
Complete Hiring Package

Complete Hiring Package

✕

Are you sure you want to complete this Hiring Package? Once completed, notifications will go out to the relevant people.

Close
Complete Hiring Package

Note Once a Hiring Package is marked as Complete the request is final and can’t be withdrawn. This will end the entire faculty recruitment cycle the selected faculty search. Each stage of the recruitment process will now only be shown in a read-only format.

Completed Hiring Package requests will appear in the Completed Section on the Provost’s home dashboard.

Provost - Provost Dashboard

Recruitment Request
Recruitment Plan
Hiring
Hiring Package

Year 2024

PENDING ACTION

Show 10 entries Search:

Year	Position	Rank	Department	Est. Salary	Est. Start up	Action
2024	New	Assistant Professor	COLFA HISTORY	\$29,999.00	\$20,000.00	View Hiring Package
2024	New	Assistant Professor	COS COMPUTER SCIENCE	\$502.00	\$0.00	Create Hiring Package

Showing 1 to 2 of 2 entries Previous 1 Next

COMPLETED

Show 10 entries Search:

Year	Position	Rank	Department	Est. Salary	Est. Start up	Cur. Stage	Action
2024	Position from Previous Recruitment Cycle	Assistant Professor	COLFA HISTORY	\$65,000.00	\$432,100.00	Completed	View Hiring Package
2024	New	Open Rank	COLFA HISTORY	\$15,000.00	\$15,000.00	Completed	View Hiring Package

Showing 1 to 2 of 2 entries Previous 1 Next