

Assigning a Committee Chair

Faculty Hiring Portal

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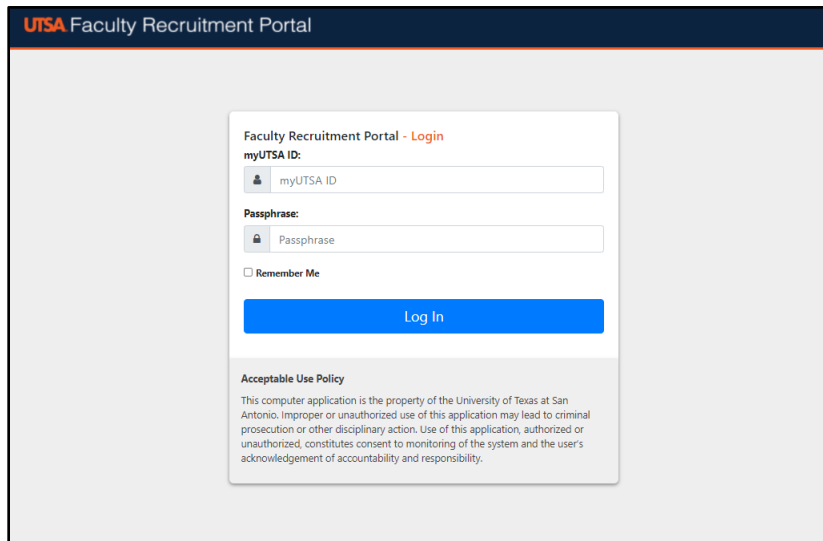
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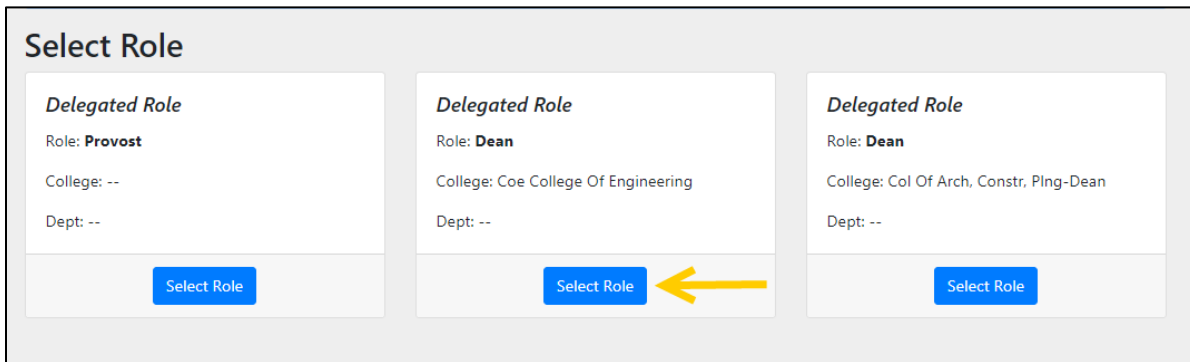
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The Faculty Recruitment Portal is used to request permission to recruit and hire new Tenure/Tenure Track Faculty Members at UTSA. The portal can be found with the following link: [Faculty Recruitment Portal](#).

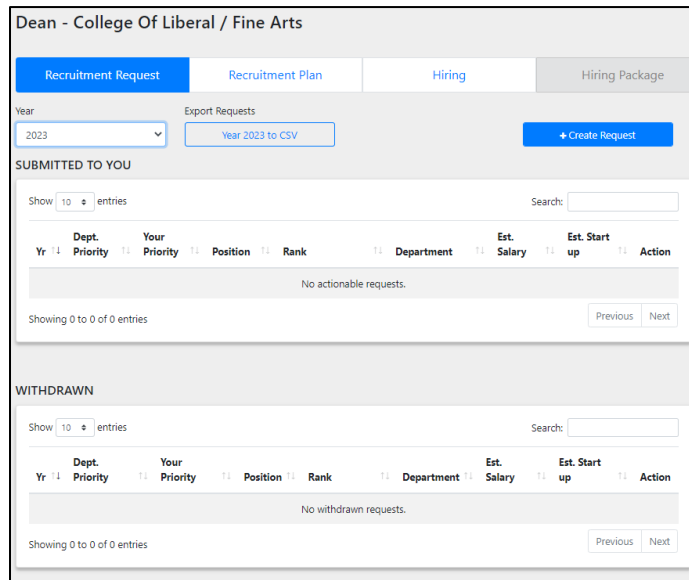


Ensure that the user is connected to the VPN, in order to access the Faculty Recruitment Portal
Network ID (UTSA ABC123) and Passphrase are used to log into the portal.

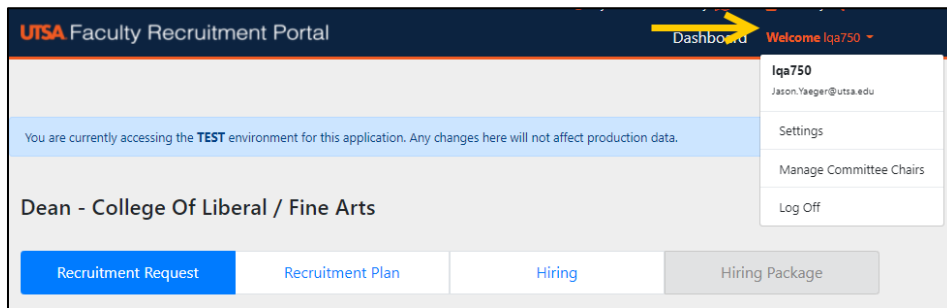
From the Dashboard, if you have multiple roles in the portal you will need to select the Dean's role in order to assign a Committee Chair for a specific recruitment request.



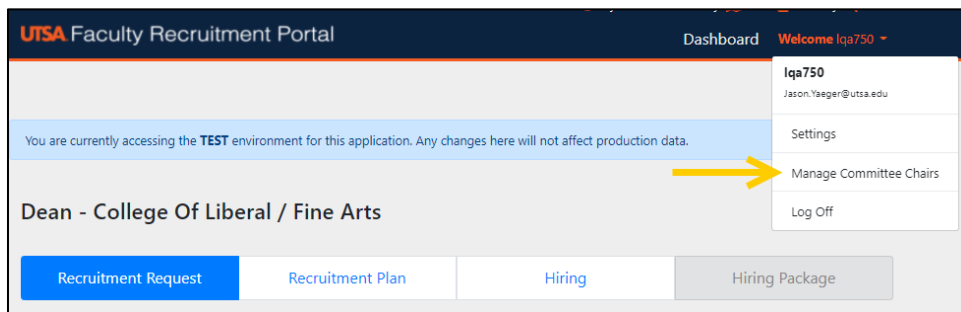
Once the Dean role is selected, the portal will take you to the Dean Home Dashboard for the default year indicated.



Click on the Welcome Tab to open create the drop-down Welcome Drop-Down Menu.



From the Welcome Drop-Down Menu, click on Manage Committee Charis.



The portal will take the Dean to the Manage Committee Chair homepage, and show any request that has been approved by the Provost that doesn't currently have a Committee Chair assigned to it.

Manage Committee Chairs
Unassigned Requests
Only requests that do not have an actively assigned Committee Chair members and have been 'Approved' by the Provost from the Recruitment Request phase will appear here.

Show 10 entries Search:

Year	Position	Rank	Department	Est. Salary	Est. Start up	Action
2023	New	Professor	COLFA HISTORY	\$50,000.00	\$171,000.00	Manage Committee Chair(s)
2020	Existing Position	Department Chair	COLFA ENGLISH	\$85,000.00	\$10,500.00	Manage Committee Chair(s)
2020	Vacant	Associate Professor/Professor	COLFA POLITICAL SCI & GEOG	\$95,000.00	\$59,000.00	Manage Committee Chair(s)
2020	New	Associate Professor/Professor	COLFA ANTHROPOLOGY	\$120,000.00	\$50,000.00	Manage Committee Chair(s)
2020	Vacant	Assistant Professor	COLFA PHILOSOPHY	\$70,000.00	\$5,000.00	Manage Committee Chair(s)
2020	Vacant	Assistant Professor	COLFA MUSIC	\$65,000.00	\$11,000.00	Manage Committee Chair(s)
2020	Vacant	Assistant Professor	COLFA MUSIC	\$65,000.00	\$5,000.00	Manage Committee Chair(s)
2020	Vacant	Assistant Professor	COLFA ENGLISH	\$65,000.00	\$5,000.00	Manage Committee Chair(s)
2020	New	Assistant Professor	COLFA ANTHROPOLOGY	\$70,000.00	\$60,000.00	Manage Committee Chair(s)
2020	Vacant	Assistant Professor	COLFA POLITICAL SCI & GEOG	\$70,000.00	\$13,000.00	Manage Committee Chair(s)

Showing 1 to 10 of 12 entries Previous 1 2 Next

Search for the specific recruitment request desired, and click the Manage Committee Chair(s) button.

Manage Committee Chairs
Unassigned Requests
Only requests that do not have an actively assigned Committee Chair members and have been 'Approved' by the Provost from the Recruitment Request phase will appear here.

Show 10 entries Search:

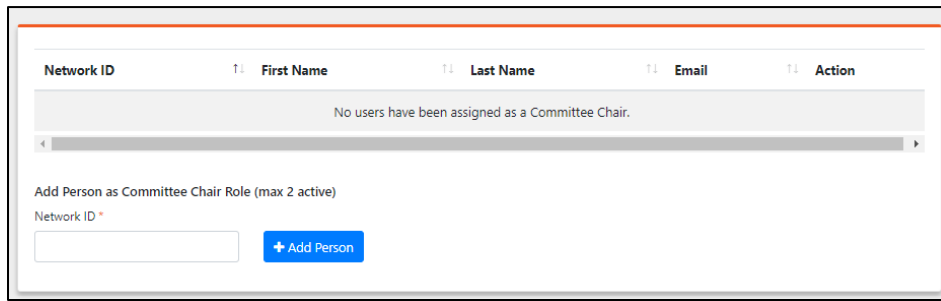
Year	Position	Rank	Department	Est. Salary	Est. Start up	Action
2023	New	Professor	COLFA HISTORY	\$50,000.00	\$171,000.00	Manage Committee Chair(s)
2020	Existing Position	Department Chair	COLFA ENGLISH	\$85,000.00	\$10,500.00	Manage Committee Chair(s)
2020	Vacant	Associate Professor/Professor	COLFA POLITICAL SCI & GEOG	\$95,000.00	\$59,000.00	Manage Committee Chair(s)
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2020	Vacant	Assistant Professor	COLFA PHILOSOPHY	\$70,000.00	\$5,000.00	Manage Committee Chair(s)

The portal will give a quick reference about the specific Recruitment Request at the top of the page for review. Information provided:

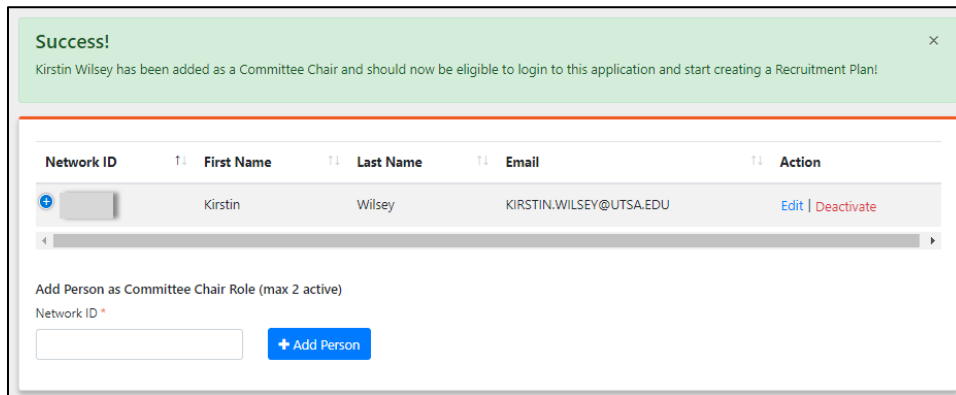
- College/Department
- Rank
- Research Area
- Appointment Connection
- Est. Salary

Committee Chair(s) members can be added at the bottom of the page. Enter the specific individual’s Network ID (UTSA ABC123) into the text field and click the +Add Person button.

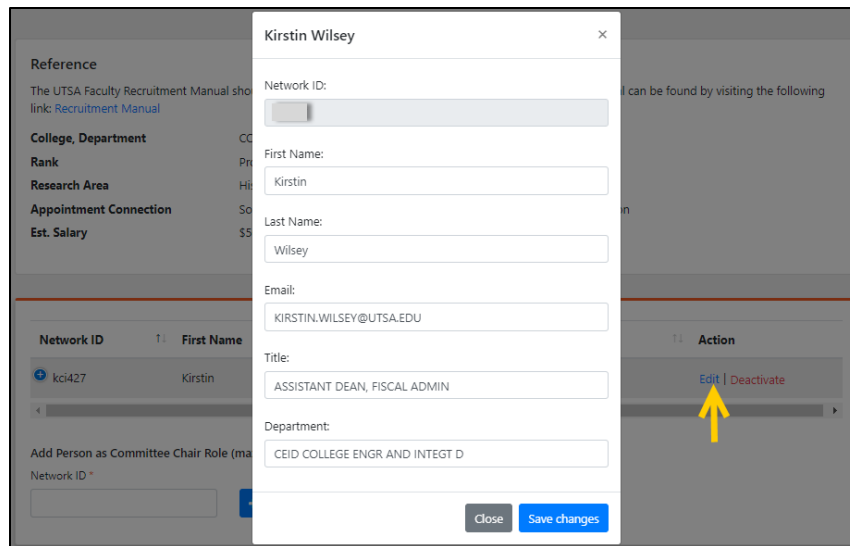
Note- A Recruitment Request can have a maximum of two (2) Committee Chairs assigned to it.



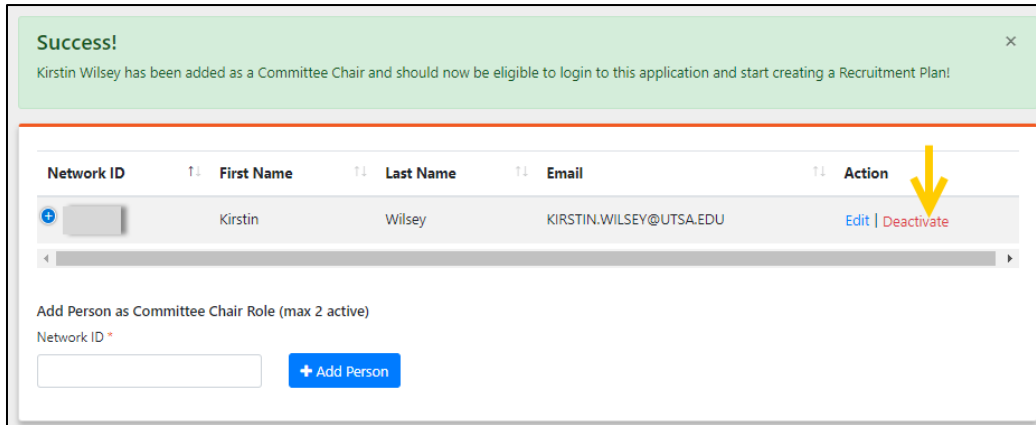
Once the +Add Person button has been clicked, the portal will provide a success message prompt.



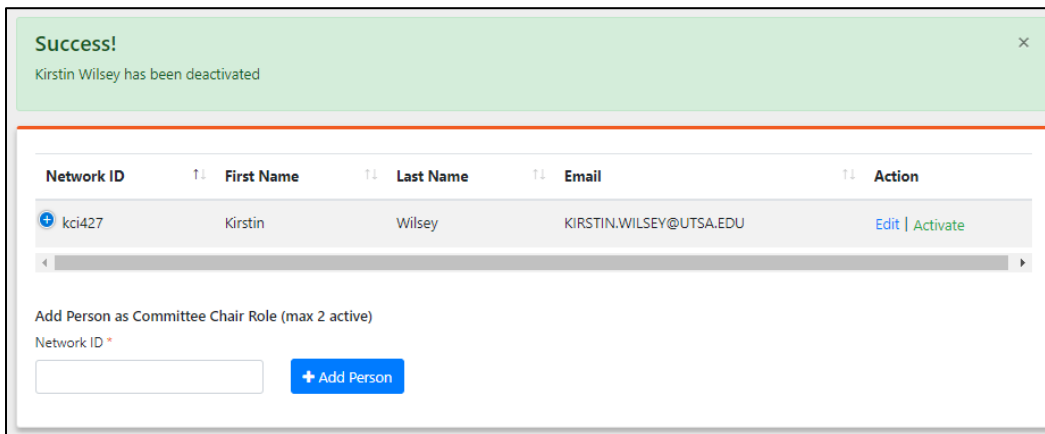
Click the Edit button to view and edit the Committee Chair’s personal information. Once the information has been updated, click the Save Changes button.



If Committee Chair members need to be updated or deactivated, click the Deactivate button.



The portal will provide a success message once the selected member has been deactivated.



Repeat the above steps to add additional Committee Chair members.