Creating and Submitting a Recruitment Plan

Faculty Hiring Portal

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## Table of Contents

- Login Instructions .................................................................................................................. 3
- Committee Chair ................................................................................................................... 3
- Department Chair .................................................................................................................. 3
- Dean ....................................................................................................................................... 4
- Provost ................................................................................................................................... 8
- Human Resources .................................................................................................................. 10
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.

**Committee Chair (Process is external to the Faculty Hiring Portal)**

Provide the following information electronically to the Department Chair/School Director for review. Confer with the Department Chair/School Director on the method to submit (email, SharePoint, etc.).

- **Internal Committee member names**
  - Full name
  - Department
  - Title
  - UTSA email
  - Indicate those internal members that are underutilized

- **External committee member names**
  - Full name
  - Company/association
  - Email

- Search timeline
- Job Posting Template
- Long and short advertisements (provide as a Word Document)

**Department Chair (Process is external to the Faculty Hiring Portal)**

- Review, edit, and approve the Recruitment Plan documents submitted by the Committee Chair. Once approved, send final documents to the Dean’s Office for review and subsequent upload to the Faculty Hiring Portal. Confer with the Dean’s Office on the method to submit (email, SharePoint, etc.).
Dean

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

The Department Chair will provide the required documents to the Dean’s Office electronically (based on each college’s preferred method).

The Dean’s Office will upload the recruitment plan documents to the Faculty Hiring Portal.

- Internal committee members
- External committee members (if applicable)
- Search timeline
- Job Posting Template (Job Description)
- Long and short advertisements

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

Once the Dean role is selected, the portal will take you to the Dashboard for the default year indicated. Adjust the year to ensure it is the current recruitment cycle.

The first section of the Recruitment Plan consists of assigning the Search Committee Chair.

Click on +Manage Committee Chairs

Recruitment Requests that have not been assigned a Committee Chair will be available under the Unassigned Requests section. Click on Manage Committee Chair(s) and assign the Chair to the recruitment plan. You will need the Network ID and can assign up to two Search Committee Chairs per plan.

Once the Chair is assigned you will locate the plan under Pending Action on the dashboard. Please ensure the year is updated to reflect the current recruitment cycle.
Review the Recruitment Plan by scrolling through the page. More information can be located under the History and Comments tabs.

Per the documents provided by the Department Chair/School Instructor, add each Search Committee member. Enter all the required fields and follow the guidance provided in the Faculty Recruitment Manual to ensure that the committee structure meets all of the requirements. There is a section for Internal Members (UTSA employees) and External Members (Committee members not employed by UTSA).
Note- If additional internal members are needed, use the Add Internal Members button to add the appropriate number of fields.

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

Upload a Microsoft Word file that contains the job posting template (job description) for the posting being recruited. The Faculty Recruitment Manual provides additional information/guidance on the requirements for the Job Description.
The final section of the Recruitment Plan is for the Job Advertisement. Use the text boxes provided to share the Short and Long versions of the advertisement. Provide details on where the department/college will advertise the position.

When complete, click the Update Recruitment Plan button. If you don’t have all the required information you can enter TBD in the required fields and click update to save your progress. Once you are ready to submit you will open the plan and click Approve Recruitment Plan. A pop-up appears and you will choose ‘Close’ if you are not ready to submit or choose to ‘Approve Recruitment Plan’ to submit.
Creating and Submitting a Recruitment Plan

The Recruitment Plan will move forward using the workflow below:
Committee Chair > Department Chair > Dean > Academic Affairs > People Excellence

**Provost**
Review, Return, Edit, Approve Recruitment Plan
Follow the steps on page 1 for login instructions and role selection.
On the Portal Dashboard click on the Recruitment Plan tab and navigate to the Pending Actions section. Find the desired Recruitment Plan and click the View Plan button.

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

- **Return Recruitment Plan** - Returns the plan to the College Dean for updates/edits. Provide notes/comments in the text box that appears, so the Dean knows what edits are needed.
- Approve Recruitment Plan- final approves the Recruitment Plan.

The Dashboard homepage will show all the approved Recruitment Plan under the Approved By You section.
Human Resources

Review the Recruitment Plan, in order to create the job posting in the Talent Acquisition Management System (TAMs).

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

On the Portal Dashboard click on the Recruitment Plan tab and select the desired year. Navigate to the Approved by Provost section to find all of the approved Recruitment Plans that need to be posted in TAMs.

Find the desired Recruitment Plan and click the View Plan button.

At the top of the screen you will find a summary of the position of the Recruitment Request. Followed by the Search Committee members, timeline of the search process, the job description and advertisement.
The Timeline for the Search Process and Job Description documents can be downloaded, by clicking on the individual document link(s).
Information regarding on how the job should be advertised can be found in the specific text boxes in the Job Advertisement section.

- Human Resources would then follow their internal business procedures regarding the process of posting jobs in TAMs.