

Creating and Submitting a Recruitment Plan

Faculty Hiring Portal

Academic Affairs
210.458.4110
VPAA.FACREC@utsa.edu

Table of Contents

Login Instructions.....3

Committee Chair.....3

Department Chair.....7

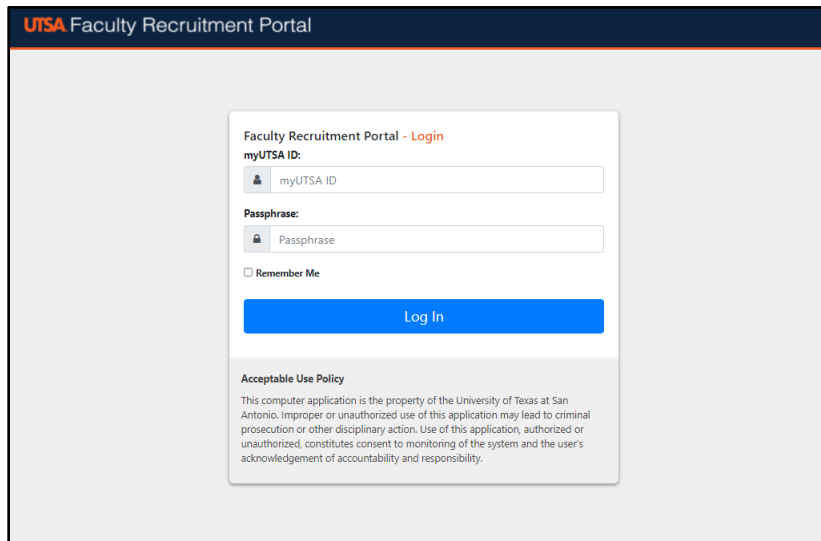
Dean.....9

Inclusive Excellence.....11

Provost.....12

Human Resources.....14

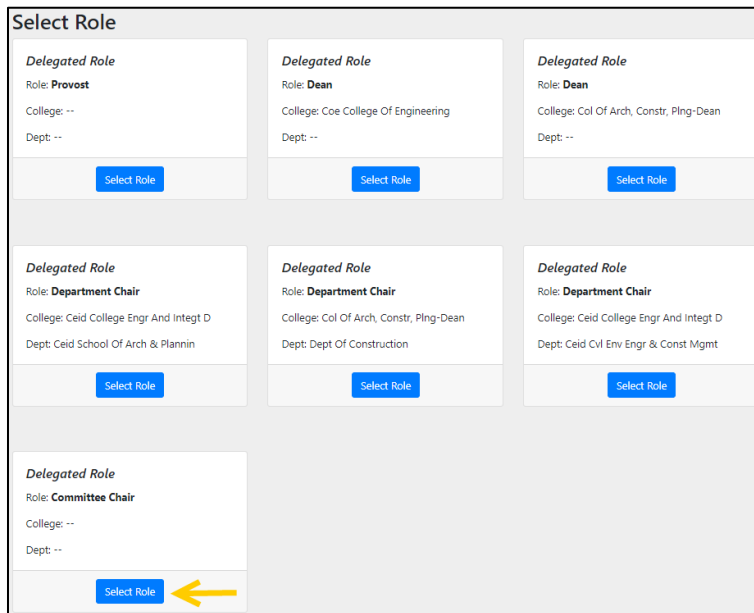
The Faculty Recruitment Portal is used to request permission to recruit and hire new Tenure/Tenure Track Faculty Members at UTSA. The portal can be found with the following link: [Faculty Recruitment Portal](#).



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

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



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

Committee Chair - Committee Chair Role

Recruitment Request | **Recruitment Plan** | Hiring | Hiring Package

Year: 2023

PENDING ACTION

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	Create Plan

Showing 1 to 1 of 1 entries Previous 1 Next

RETURNED

Show 10 entries Search:

No returned Plans for Fiscal Year 2023.

Showing 0 to 0 of 0 entries Previous Next

WITHDRAWN

Show 10 entries Search:

No withdrawn Plans for Fiscal Year 2023.

Showing 0 to 0 of 0 entries Previous Next

SUBMITTED

Show 10 entries Search:

Year	Position	Rank	Department	Est. Salary	Est. Start up	Cur. Stage	Action
------	----------	------	------------	-------------	---------------	------------	--------

Click on the Create Plan link to start/create the Recruitment Plan for the selected Recruitment Request.

Committee Chair - Committee Chair Role

Recruitment Request | **Recruitment Plan** | Hiring | Hiring Package

Year: 2023

PENDING ACTION

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	Create Plan

Showing 1 to 1 of 1 entries Previous 1 Next

At the top of the screen you will find a summary of the position of the Recruitment Request. Followed by the required items for the recruitment plan. Refer to the Faculty Recruitment Manual for details on each item.

Create Recruitment Plan

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 Professor

Research Area History

Appointment Connection Social – Economic Transformation, Disparities, Improving Human Condition

Est. Salary \$50,000.00

The first section of the Recruitment Plan consists of adding 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).

Search Committee

For a full description on how the Search Committee members are involved in the Recruitment Plan process, visit [Faculty Recruitment Manual](#).

You are able to assign a total of 15 internal Search Committee members and 3 external members. You are **not** required to use all available slots.

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="CEID COLLEGE ENGR AND II"/>
Title	Email *	
<input type="text" value="ASSISTANT DEAN, FISCAL A"/>	<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" value="History"/>
Title *	Email *	
<input type="text" value="Lecturer"/>	<input type="text" value="johndoe@utsa.com"/>	

Internal 2

First Name *	Last Name *	Department *
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="Math"/>
Title *	Email *	
<input type="text" value="Senior Lecturer"/>	<input type="text" value="johndoe2@utsa.com"/>	

Internal 3

First Name *	Last Name *	Department *
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="Business"/>
Title *	Email *	
<input type="text" value="Lecturer"/>	<input type="text" value="johndoe3@utsa.com"/>	

External

External 1

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

External 2

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


External 3

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

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.

Timeline for Search Process




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

Upload a Microsoft Word file that contains the job description for the posting being recruited. The Faculty Recruitment Manual provides additional information/guidance on the 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 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.

Job Advertisement
See above for required statements

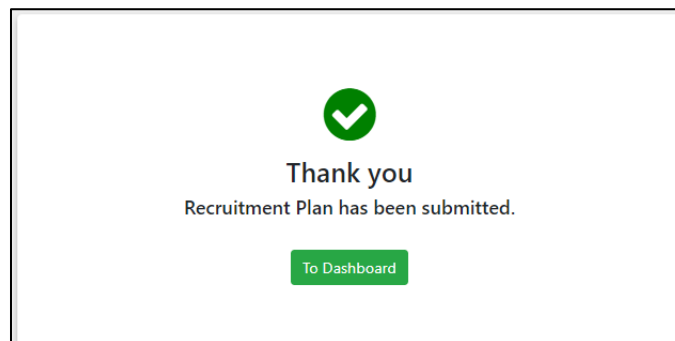
Short version: (character count 4000)*

Long version: (character count 8000)*

How will the subject matter or professional organizations in the department advertise for this position?
(character count 4000)*

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

When complete, click the Submit Recruitment Plan button.



The Recruitment Plan will move forward using the workflow below:

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

Department Chair

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.

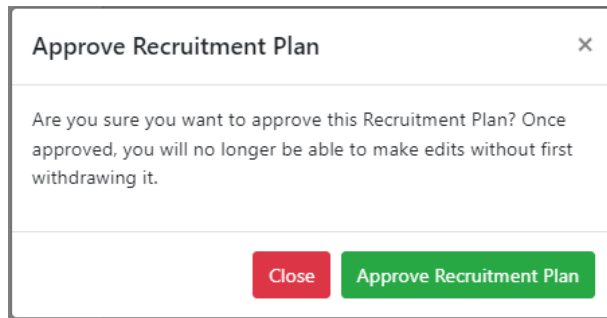
Review the Recruitment Plan by scrolling throughout the page. More information can be located under the History and Comments tabs.

Once the plan has been reviewed, scrolled down 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 the Department Chair to make edits
- Approve Recruitment Plan – approves the plan and moves it forward to the Dean

If Edit Recruitment Plan is selected, then the Department Chair can edit the Search Committee members, upload timelines for the search, upload job description and advertisement documents. Then select the Update Recruitment Plan button at the bottom of the page. The portal will take refresh the Recruitment Plan so it can be Approved.

Once the Approve Recruitment Plan button is selected, the following screen will remind the Department Chair, that the plan must be withdrawn in order to made edits after it has been approved.



Approved Recruitment Plans can be found on the Portal Dashboard under the Approved By You section.

APPROVED BY YOU

Show 10 entries Search:

Year	Position	Rank	Department	Est. Salary	Est. Start up	Cur. Stage	Action
2023	New	Assistant Professor	COLFA HISTORY	\$91,000.00	\$78,000.00	Provost	View Plan
2023	New	Professor	COLFA HISTORY	\$50,000.00	\$171,000.00	Dean	View Plan

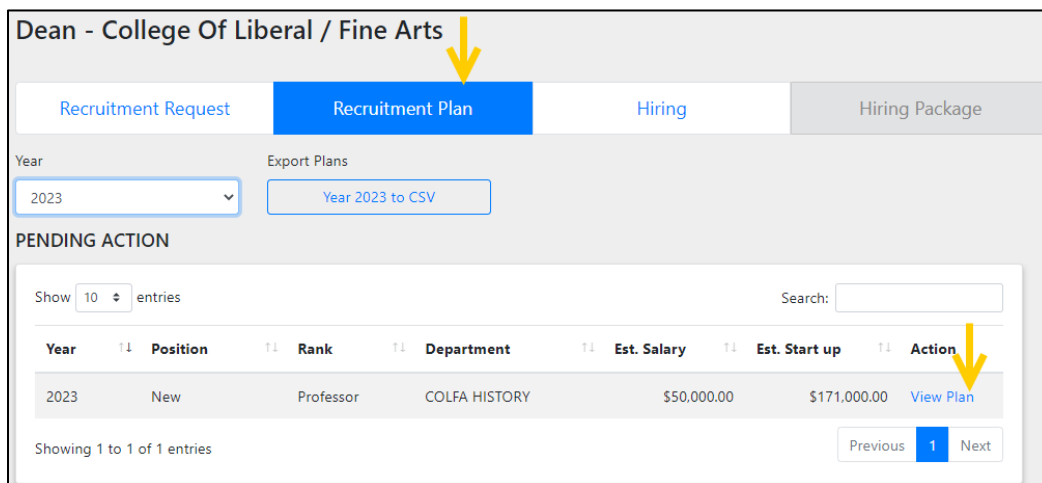
Showing 1 to 2 of 2 entries Previous 1 Next

Dean

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.



Review the Recruitment Plan by scrolling throughout the page. More information can be located under the History and Comments tabs.

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	Professor
Research Area	History
Appointment Connection	Social – Economic Transformation, Disparities, Improving Human Condition
Est. Salary	\$50,000.00

Details
History
Comments

Recruitment Plan Details

Once the plan has been reviewed, scrolled down to the bottom of the page to take the following actions:

- Return Recruitment Plan – returns the plan to the Department Chair for edits
- Edit Recruitment Plan – allows the Dean to make edits
- Approve Recruitment Plan – approves the plan and moves it forward to Inclusive Excellence

To Dashboard

Return Recruitment Plan
Edit Recruitment Plan
Approve Recruitment Plan

If Return Recruitment Plan is selected, an additional window will appear. In the text box, enter the reasoning why the Recruitment Plan is being returned, then click the Return Recruitment Plan button.

Return Recruitment Plan
×

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

Enter here...

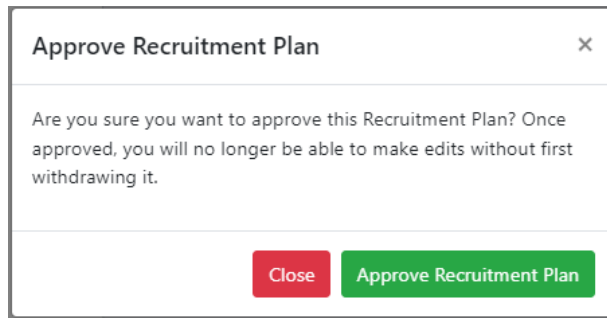
Close
Return Recruitment Plan

If Edit Recruitment Plan is selected, then the Dean can edit the Search Committee members, upload timelines for the search, upload job description and advertisement documents. Then select the Update Recruitment Plan button at the bottom of the page. The portal will take refresh the Recruitment Plan so it can be Approved.

To Dashboard

To Details Page
Update Recruitment Plan

Once the Approve Recruitment Plan button is selected, the following screen will remind the Dean, that the plan must be withdrawn in order to made edits after it has been approved.

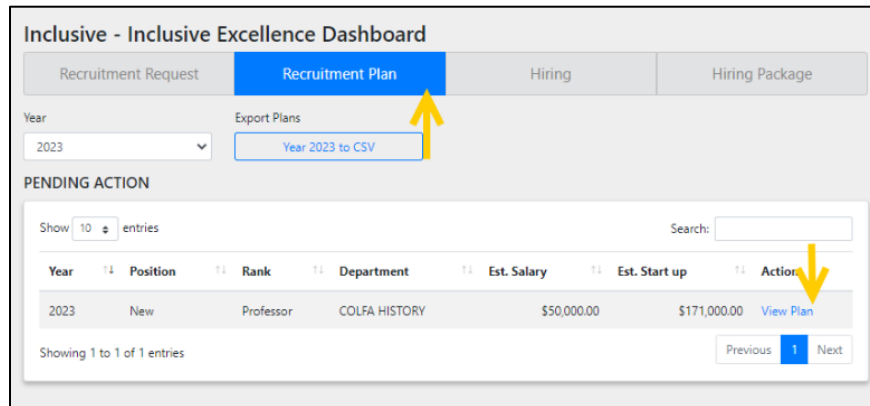


Inclusive Excellence

Review, Return, Edit, Approve Recruitment Plan

Follow the steps on page 1 for login instructions.

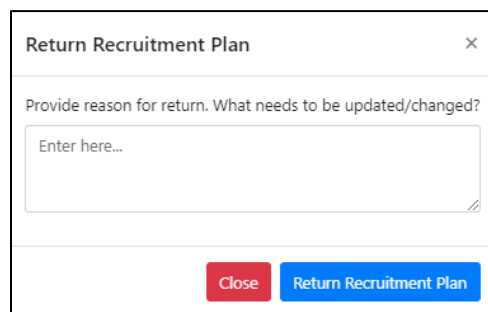
On the Portal Dashboard click on the Recruitment Plan tab and navigate to the Pending Actions section. Find the desired Recruitment Plan and click the View Plan button.



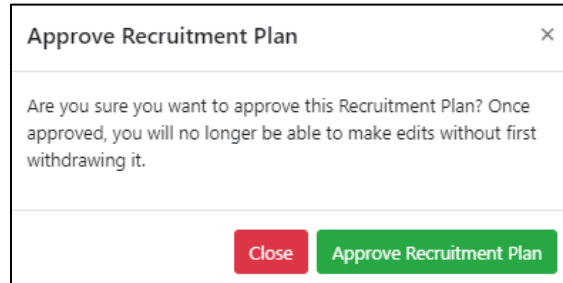
After reviewing the plan, scroll down to the bottom of the page to take the following actions:



- 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- approves the plan and moves it forward to Academic Affairs.

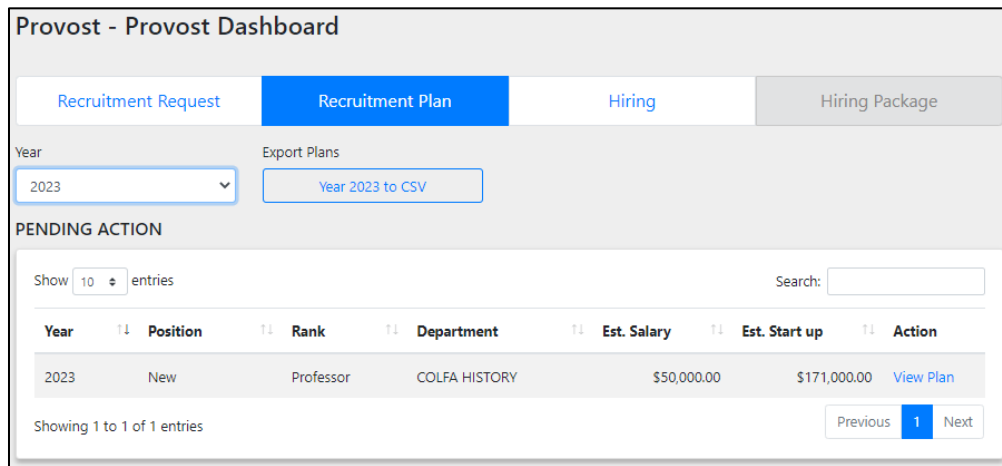


Provost

Review, Return, Edit, Approve Recruitment Plan

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

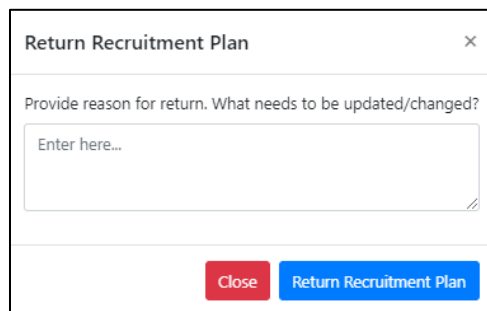
On the Portal Dashboard click on the Recruitment Plan tab and navigate to the Pending Actions section. Find the desired Recruitment Plan and click the View Plan button.



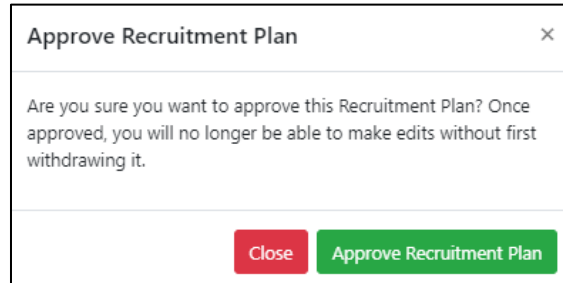
After reviewing the plan, scroll down to the bottom of the page to take the following actions:



- 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.

APPROVED BY YOU

Show 10 entries Search:

Year	Position	Rank	Department	Est. Salary	Est. Start up	Cur. Stage	Action
2023	New	Assistant Professor	COLFA HISTORY	\$91,000.00	\$78,000.00	Provost	View Plan
2023	New	Professor	COLFA HISTORY	\$50,000.00	\$171,000.00	Provost	View Plan

Showing 1 to 2 of 2 entries Previous 1 Next

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.

Human Resources - Human Resources Dashboard

Recruitment Request | **Recruitment Plan** | Hiring | Hiring Package

Year: 2023 | Export Plans: Year 2023 to CSV

APPROVED BY PROVOST

Show 10 entries | Search: []

Year	Position	Rank	Est. Salary	Est. Start up	Department	Action
2023	New	Assistant Professor	\$91,000.00	\$78,000.00	COLFA HISTORY	View Plan
2023	New	Professor	\$50,000.00	\$171,000.00	COLFA HISTORY	View Plan

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

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.

Create Recruitment Plan

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	Professor
Research Area	History
Appointment Connection	Social – Economic Transformation, Disparities, Improving Human Condition
Est. Salary	\$50,000.00

Recruitment Plan Details

Search Committee

For a full description on how the Search Committee members are involved in the Recruitment Plan process, visit [Faculty Recruitment Manual](#).

You are able to assign a total of 15 internal Search Committee members and 3 external members. You are **not** required to use all available slots.

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="CEID COLLEGE ENGR AND II"/>
Title	Email	
<input type="text" value="ASSISTANT DEAN, FISCAL AI"/>	<input type="text" value="KIRSTIN.WILSEY@UTSA.EDU"/>	

Internal

Internal Member 1

First Name	Last Name	Department
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="History"/>
Title	Email	
<input type="text" value="Lecturer"/>	<input type="text" value="johndoe@utsa.com"/>	

Internal Member 2

First Name	Last Name	Department
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="Math"/>
Title	Email	
<input type="text" value="Senior Lec"/>	<input type="text" value="johndoe2@utsa.com"/>	

Internal Member 3

First Name	Last Name	Department
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="Business"/>
Title	Email	
<input type="text" value="Lecturer"/>	<input type="text" value="johndoe3@utsa.com"/>	

External

External Member 1

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

External Member 2

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

External Member 3

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

The Timeline for the Search Process and Job Description documents can be downloaded, by clicking on the individual document link(s).

Timeline for Search Process Download TimeLine.docx from kci427 on 12/20/2021 4:22:44 PM

Job Description Download JobDescription.docx from kci427 on 12/20/2021 4:22:44 PM

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."

Information regarding on how the job should be advertised can be found in the specific text boxes in the Job Advertisement section.

Job Advertisement

See above for required statements

Short version:

test

Long version:

test

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

test

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

