

Recruitment Request Approval by Academic Affairs

Faculty Hiring Portal

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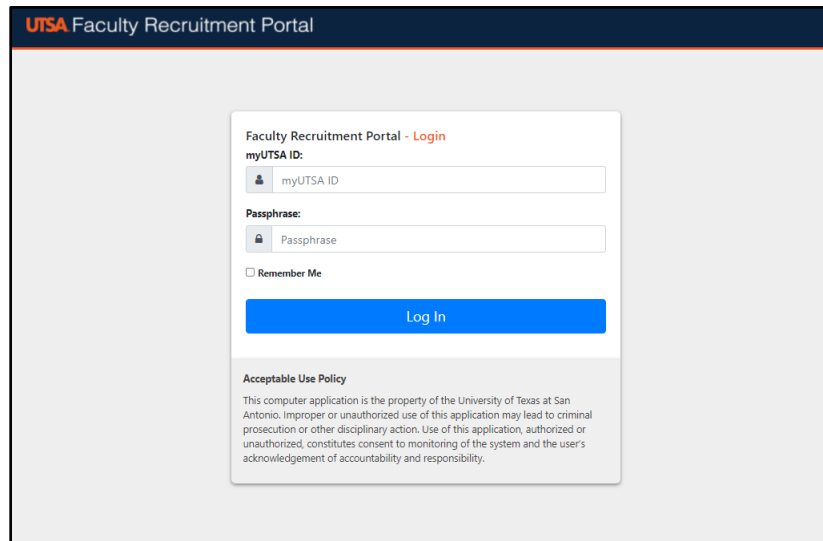
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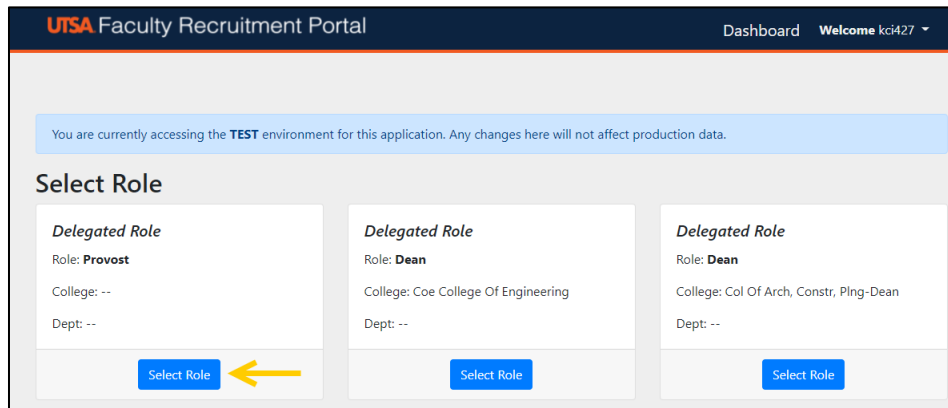
The Faculty Recruitment Portal is used to request permission to recruit and hire new Tenure/Tenure Track Faculty Members at UTSA. The portal can be found with the following link: [Faculty Recruitment Portal](#).



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 Provost role in order to review and approve a recruitment request.



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

Provost - Provost Dashboard

Recruitment Request | Recruitment Plan | Hiring | Hiring Package

Year: 2023 | Export Requests: Year 2023 to CSV

SUBMITTED TO YOU

Show 10 entries | Search:

Yr	Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action
2023	2	New	Professor	COLFA HISTORY	\$50,000.00	\$171,000.00	View

Showing 1 to 1 of 1 entries | Previous 1 Next

WITHDRAWN

Show 10 entries | Search:

No withdrawn requests.

Showing 0 to 0 of 0 entries | Previous Next

APPROVED BY YOU

Show 10 entries | Search:

Yr	Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action
2023	3	New	Assistant Professor	COLFA HISTORY	\$91,000.00	\$78,000.00	View

Under the Recruitment Request Tab and the desired year, the Provost can see the status of any request they need to review, approve or have approved prior.

New requests will be located under the Submitted to You section and are pending review and approval. Click on the View button to open the desired recruitment request.

Provost - Provost Dashboard

Recruitment Request | Recruitment Plan | Hiring | Hiring Package

Year: 2023 | Export Requests: Year 2023 to CSV

SUBMITTED TO YOU

Show 10 entries | Search:

Yr	Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action
2023	2	New	Professor	COLFA HISTORY	\$50,000.00	\$171,000.00	View

Showing 1 to 1 of 1 entries | Previous 1 Next

Once inside the request, it can be reviewed for content by scrolling through the page.

Each section of the Recruitment Request has an Add Comments button that will open a new text field. This field is available to the Provost to make specific comments for that section.

Provost Comment:

Test

[Edit Comment](#)

College Alignment (To be filled out by Dean)

Describe how this proposed position advances the College and the Department/Program strategic goals and priorities.

Test

Describe how the proposed position contributes to an area of research or distinct scholarly expertise in the College and Department/Program.

Test

Describe how the proposed hire supports academic program enrollment growth (address undergraduate and masters/doctoral separately) and/or meets current capacity needs. What is the projected capacity increase with this hire?

Test

[Add Comment](#)

The menu located at the top left side of the page allows for additional navigation throughout the request.

Review

COLLEGE OF LIBERAL / FINE ARTS - COLFA HISTORY

Dean Justification

test

Recruitment Cycle

Recruitment Year: 2023 | Department Priority: 2

Position

Funding For Position: New | Provide Position ID: | Est. Salary: \$ 50000.00

1. Review Request- Will navigate the user back to the review.
2. Request History- Shows a running history of the routing of the request and documents when and who approves the request throughout the routing process.

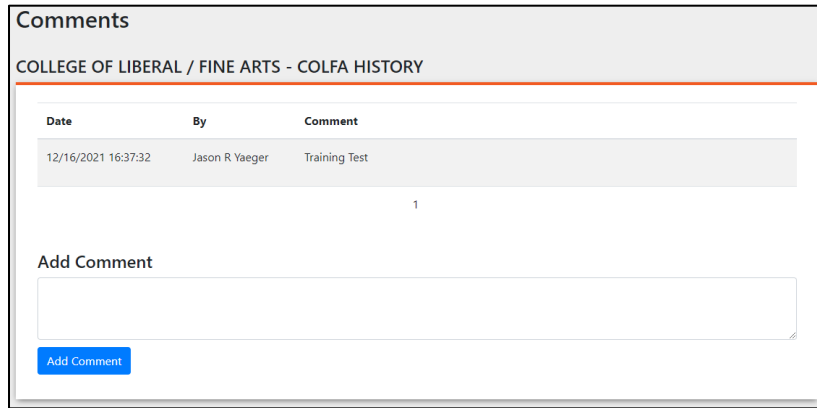
History

COLLEGE OF LIBERAL / FINE ARTS - COLFA HISTORY

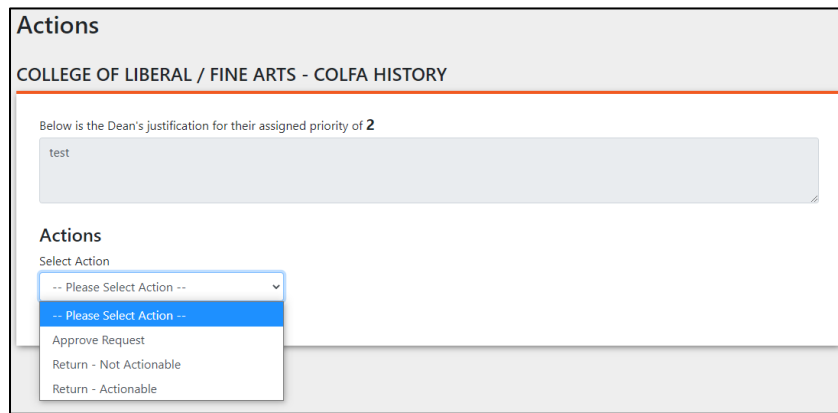
Date	By	Action Taken
12/16/2021 13:47:21	Wing C Ng	Request has been submitted by jxw412.
12/16/2021 13:44:23	Wing C Ng	Edits: College Priorities updated from '___' to ' '; College Contribution updated from '___' to ' '; College Growth updated from '___' to ' '
12/16/2021 13:28:31	Wing C Ng	Request has been withdrawn by jxw412. Comment provided: This request is being withdrawn for training.
12/15/2021 16:35:45	Wing C Ng	Recruitment Request initialized by jxw412

1

3. Comments- Provides the requester and approval chain members a place to communication within the specific request.



4. The Actions Tab- shows the available options a specific user can take on an individual request.
 - Approve Request
 - Return- Not Actionable (officially declining the request)
 - Return- Actionable



Note - This page also shows the Dean’s justification for the request as well as their assigned priority value.

Once the recruitment request has been approved, the portal will automatically navigate back to the Dashboard Homepage. The recently approved request can be found under the Approved By You section.

Provist - Provost Dashboard

Recruitment Request | Recruitment Plan | Hiring | Hiring Package

Year: 2023 | Export Requests | Year 2023 to CSV

SUBMITTED TO YOU

Show 10 entries | Search:

Yr	Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action
No actionable requests.							

Showing 0 to 0 of 0 entries | Previous | Next

WITHDRAWN

Show 10 entries | Search:

Yr	Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action
No withdrawn requests.							

Showing 0 to 0 of 0 entries | Previous | Next

APPROVED BY YOU

Show 10 entries | Search:

Yr	Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action
2023	3	New	Assistant Professor	COLFA HISTORY	\$91,000.00	\$78,000.00	View

The request can be viewed after approval by clicking the View Request button.

Provist - Provost Dashboard

Recruitment Request | Recruitment Plan | Hiring | Hiring Package

Year: 2023 | Export Requests | Year 2023 to CSV

SUBMITTED TO YOU

Show 10 entries | Search:

Yr	Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action
No actionable requests.							

Showing 0 to 0 of 0 entries | Previous | Next

WITHDRAWN

Show 10 entries | Search:

Yr	Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action
No withdrawn requests.							

Showing 0 to 0 of 0 entries | Previous | Next

APPROVED BY YOU

Show 10 entries | Search:

Yr	Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action
2023	3	New	Assistant Professor	COLFA HISTORY	\$91,000.00	\$78,000.00	View

Once inside the request, it can be reviewed by scrolling through the page. The menu located at the top left side of the page allows for additional navigation throughout the request.

Review

COLLEGE OF LIBERAL / FINE ARTS - COLFA HISTORY

Dean Justification

test

Recruitment Cycle

Recruitment Year: 2023 | Department Priority: 2

If it is determined that the request is no longer needed or that edits are required, click the drop-down menu under the Actions Tab and select Withdraw Request.

The screenshot shows the 'Actions' section of the recruitment request interface. At the top, it says 'COLLEGE OF LIBERAL / FINE ARTS - COLFA HISTORY'. Below that, there is a text area for the Dean's justification, containing the word 'test'. Underneath the text area is a dropdown menu labeled 'Select Action'. The dropdown menu is open, showing three options: '-- Please Select Action --', '-- Please Select Action --', and 'Withdraw Request'. The 'Withdraw Request' option is highlighted in blue.

Insert an explanation as to why the request is being withdrawn, then click the Withdraw Request button.

This screenshot shows the 'Actions' section after the user has selected 'Withdraw Request'. The 'Select Action' dropdown now displays 'Withdraw Request'. Below the dropdown is a text area with the prompt: 'Why are you withdrawing this request? Are you updating fields or is this request no longer valid? Note: this message will be saved in the Request History.' The text area is currently empty. At the bottom of the section, there is a yellow button labeled 'Withdraw Request'.

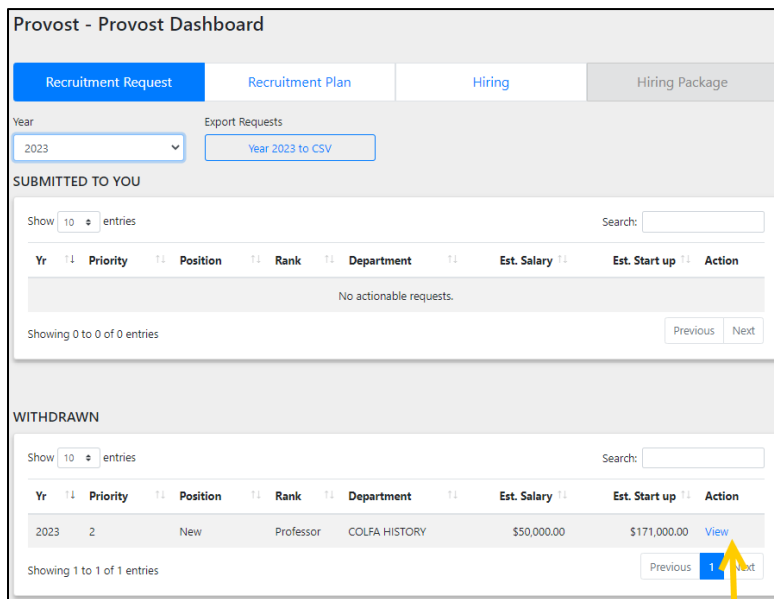
The portal will take the user back to the Dashboard Homepage, and the withdrawn request can be found under the Withdrawn Section.

The screenshot shows the 'Provost - Provost Dashboard' with several tabs: 'Recruitment Request', 'Recruitment Plan', 'Hiring', and 'Hiring Package'. The 'Recruitment Request' tab is active. Below the tabs, there is a 'Year' dropdown set to '2023' and an 'Export Requests' button labeled 'Year 2023 to CSV'. The dashboard is divided into two sections: 'SUBMITTED TO YOU' and 'WITHDRAWN'. The 'SUBMITTED TO YOU' section shows a table with columns: Yr, Priority, Position, Rank, Department, Est. Salary, Est. Start up, and Action. It displays 'No actionable requests.' and 'Showing 0 to 0 of 0 entries'. The 'WITHDRAWN' section shows a similar table with one entry:

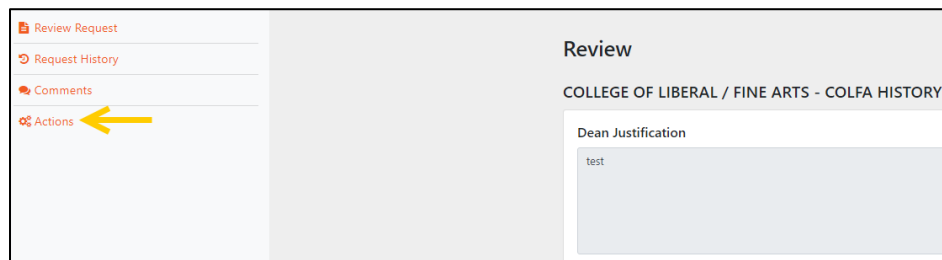
Yr	Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action
2023	2	New	Professor	COLFA HISTORY	\$50,000.00	\$171,000.00	View

 Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons, with '1' highlighted in blue.

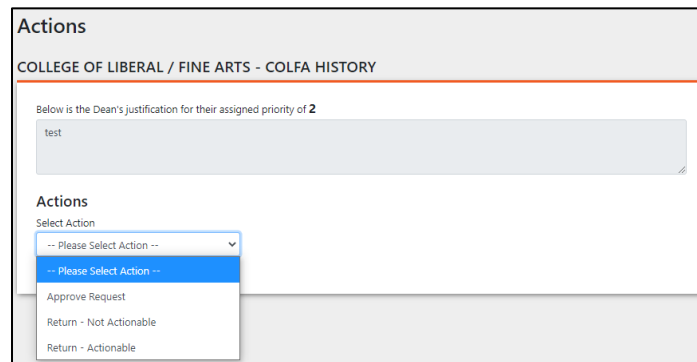
Click the View Request button to navigate back into the desired Recruitment Request, in order to start the process of reapproving the request or to send it back to the Dean for additional revisions.



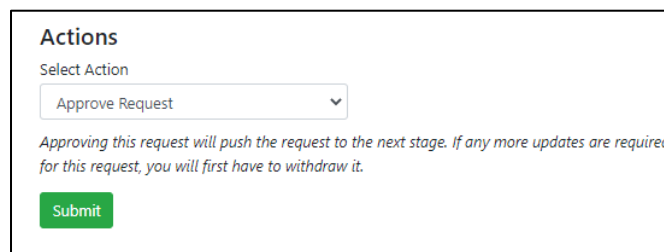
Once inside the desired request, select the Actions Button on the left side of the screen.



Under the Actions Page, several options regarding the status of the request are available to the Provost:



1. Approve Request- Immediately approves the request
 - Click the Submit Button



2. Return- Not Actionable - officially denies the request
 - Enter an explanation for the denial
 - Click the Return Not Actionable Request button

Actions

Select Action

Return - Not Actionable

Please enter an explanation for the decision to return this request and make it not actionable.

Return Not Actionable Request

3. Return- Actionable – Returns request to Dean for edits
 - Enter an explanation for the return of the request and what information may need to be updated for resubmission

Actions

Select Action

Return - Actionable

Please enter an explanation for returning this request to the department.
This explanation will be included in the notification email that will be sent to the user. Please include a reason for returning the request and any information the user will need in order to resubmit.

Return Request

*Note- Deans and Department Chairs can log into the Faculty Recruitment Portal, and find their approved Recruitment Requests under the Approved By Provost section.

APPROVED BY PROVOST									
Show 10 entries		Search:							
Yr	Dept. Priority	Your Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action	
2023	1	3	New	Assistant Professor	COLFA HISTORY	\$91,000.00	\$78,000.00	View	
2023	2	2	New	Professor	COLFA HISTORY	\$50,000.00	\$171,000.00	View	

Showing 1 to 2 of 2 entries

Previous **1** Next