Recruitment Request Approval by Academic Affairs

Faculty Hiring Portal

Academic Affairs
210.458.4110
VPAA.FACREC@utsa.edu
Table of Contents

Login Instructions .......................................................................................................................................................... 3
Viewing/Opening Request ............................................................................................................................................. 4
Withdraw Request ......................................................................................................................................................... 8
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.
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.

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

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

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.
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.

Insert an explanation as to why the request is being withdrawn, then click the Withdraw Request button.

The portal will take the user back to the Dashboard Homepage, and the withdrawn request can be found under the Withdrawn Section.

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

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

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