

Reviewing and Approving a Faculty Recruitment Request

Faculty Hiring Portal

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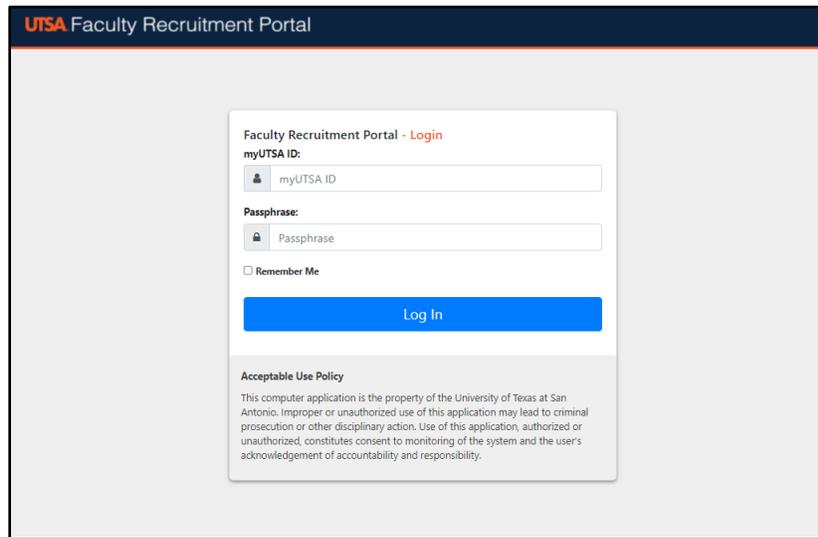
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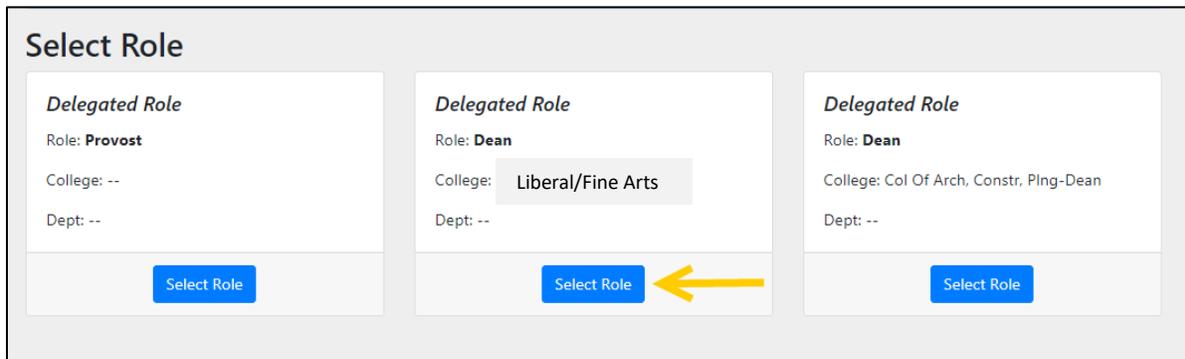
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The Faculty Recruitment Portal is used to request permission to recruit and hire new Tenure/Tenure Track Faculty Members at UTSA. The portal can be found with the following link: [Faculty Recruitment Portal](#).



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 role in order to review and approve a recruitment request.



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

Dean - College Of Liberal / Fine Arts

Recruitment Request | Recruitment Plan | Hiring | Hiring Package

Year: 2023 | Export Requests: Year 2023 to CSV | + Create Request

SUBMITTED TO YOU

Show 10 entries | Search:

Yr	Dept. Priority	Your Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action
2023	2	N/A	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WITHDRAWN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No withdrawn requests.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

RETURNED - ACTIONABLE

Show 10 entries | Search:

No returned requests.

Showing 0 to 0 of 0 entries | Previous Next

APPROVED BY YOU

Show 10 entries | Search:

No submitted requests.

Showing 0 to 0 of 0 entries | Previous Next

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

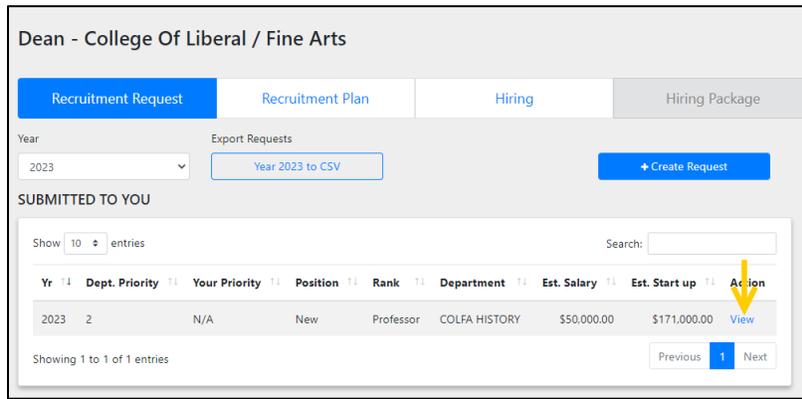
Showing 1 to 1 of 1 entries | Previous 1 Next

RETURNED - NOT ACTIONABLE

Show 10 entries | Search:

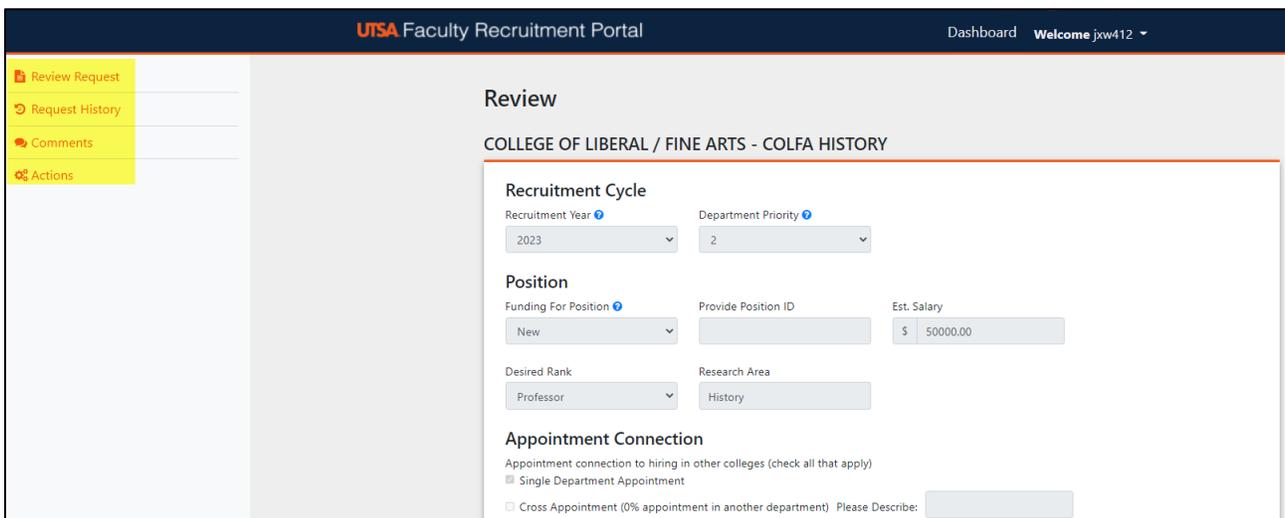
Under the Recruitment Request Tab and the desired year, the Dean can see the status of any request they need to review, approve or have approved prior.

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.

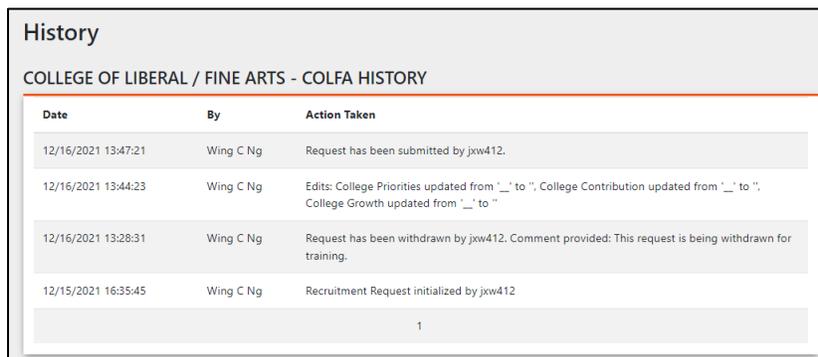


Once inside the request, it can be reviewed for content by scrolling through the page.

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 a specific request.
- Unlocking the College Priority
 - Assigning a College Priority
 - Return- Not Actionable (denies the request)
 - Return- Actionable
 - Edit Request
 - Add College Alignments

A College Priority has to be assigned to each Recruitment Request. Click the Unlock College Priority button.

Clicking the Unlock College Priority button will unlock the Alter Priority dropdown menu and justification content box.

Assign the Recruitment Request a priority value, based upon the importance and need of the department, and add a justification as to why this request received that value. Once those fields are complete, click the Save button.

Actions

COLLEGE OF LIBERAL / FINE ARTS - COLFA HISTORY

College's Priority

Note: The 0 value is a temporary spot only. Requests with a rank value of 0 will not be visible to the next person.

Current Priority
Unassigned

Alter Priority

What is your justification for this priority? Include quantitative analysis and support for this hiring request.

Actions

Select Action

Next, select the Add College Alignment option, then click the Add College Alignment button.

Actions

COLLEGE OF LIBERAL / FINE ARTS - COLFA HISTORY

College's Priority

Note: The 0 value is a temporary spot only. Requests with a rank value of 0 will not be visible to the next person.

Current Priority
Unassigned

Alter Priority

What is your justification for this priority? Include quantitative analysis and support for this hiring request.

Actions

Select Action

←

Clicking the Add College Alignment button, will automatically take the Dean back to the Recruitment Request and unlock the College Alignment section of the request.

College Alignment (To be filled out by Dean)

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

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

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?

After entering the necessary content into the College Alignment section, scroll to the bottom of the page and click the Save College Alignment button.

The screenshot shows a form section with a dropdown menu labeled 'Type Required' set to 'None'. Below it is an 'Extra' section with a text area containing 'Test for Training Materials'. At the bottom right, there are two buttons: 'Cancel' (red) and 'Save Changes' (blue).

Return to the Actions Tab, by clicking the Action button from the menu on the left-hand side of the screen.

From the Actions Dropdown menu, select the Approve Request option and click the Submit button in order to approve and submit the request for Provost review.

The screenshot shows the 'Actions' tab for a request titled 'COLLEGE OF LIBERAL / FINE ARTS - COLFA HISTORY'. A green notification bar says 'Priority/Justification Updated!'. The 'College's Priority' section shows a current priority of 2 and an 'Alter Priority' dropdown set to 2. A text area for justification contains the word 'test'. Below this is an 'Unlock College Priority' button. At the bottom, an 'Actions' dropdown menu is open, showing options: 'Approve Request', 'Return - Not Actionable', 'Return - Actionable', and 'Edit Request'.

The portal will automatically navigate the Dean back to the Dashboard Homepage.

The recently approved Recruitment Request can be located under the Approved by You section of the specific year it was created for on the Dashboard.

Dean - College Of Liberal / Fine Arts

Recruitment Request | Recruitment Plan | Hiring | Hiring Package

Year: 2023 | Export Requests: Year 2023 to CSV | + Create Request

SUBMITTED TO YOU

Show 10 entries | Search: []

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

Showing 0 to 0 of 0 entries | Previous | Next

RETURNED - ACTIONABLE

Show 10 entries | Search: []

Yr	Dept. Priority	Your Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action
No returned requests.								

Showing 0 to 0 of 0 entries | Previous | Next

APPROVED BY YOU

Show 10 entries | Search: []

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

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

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

APPROVED BY YOU

Show 10 entries | Search: []

Yr	Dept. Priority	Your Priority	Position	Rank	Department	Est. Salary	Est. Start up	Action
2023	2	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 by scrolling through the page. 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.

History

COLLEGE OF LIBERAL / FINE ARTS - COLFA HISTORY

Date	By	Action Taken
12/16/2021 16:17:56	Jason R Yaeger	Request has been submitted by lqa750.
12/16/2021 16:07:57	Wing C Ng	Request has been submitted by jxw412.
12/16/2021 16:07:31	Jason R Yaeger	Request has been returned by lqa750. Comment provided: fsdf
12/16/2021 15:52:04	Jason R Yaeger	College alignments added.
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.

Comments

COLLEGE OF LIBERAL / FINE ARTS - COLFA HISTORY

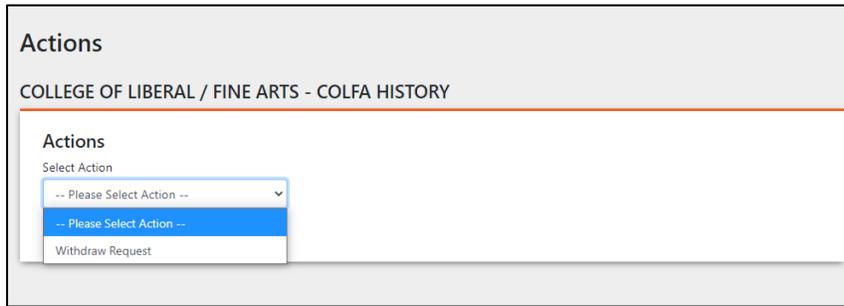
Date	By	Comment
12/16/2021 16:37:32	Jason R Yaeger	Training Test

1

Add Comment

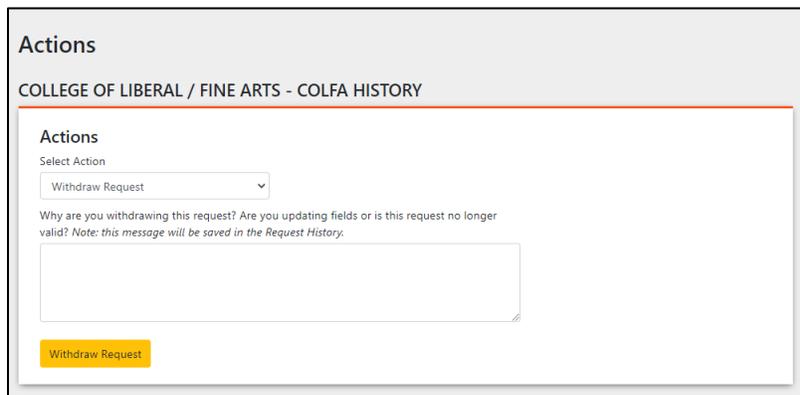
[Add Comment](#)

- The Actions Tab shows the available options the Dean can take on a specific request, after it has been approved.

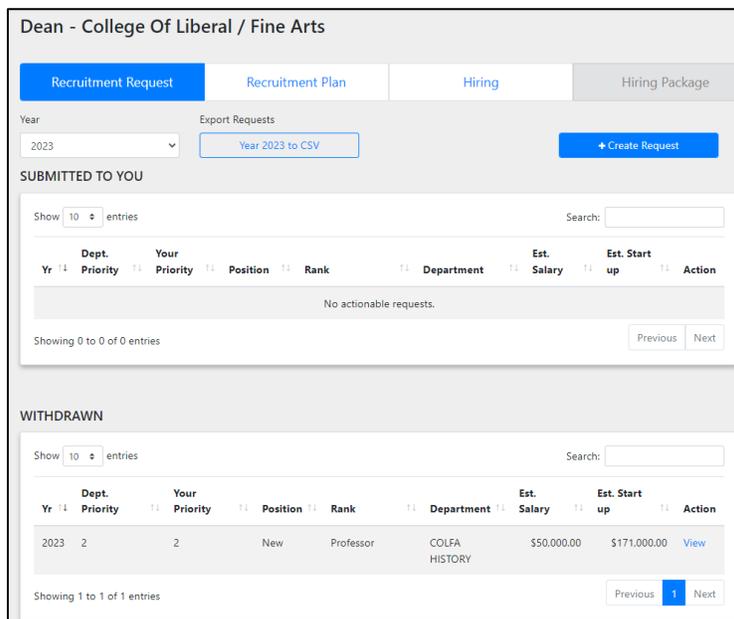


If it is determined that the request is no longer needed or that edits are required, click drop down menu under the Actions Tab and select Withdraw Request.

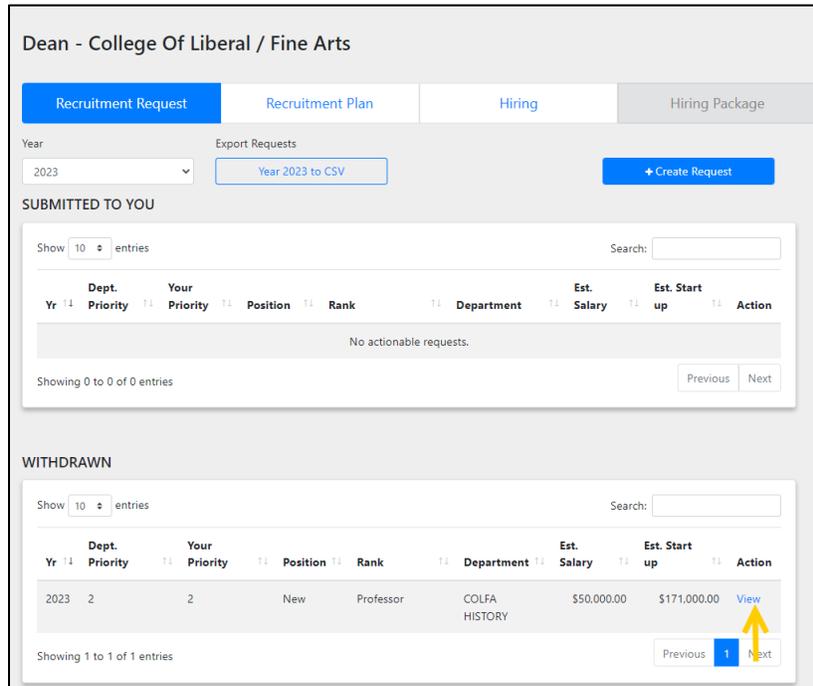
Insert an explanation as to why the request is being withdrawn, then click the Withdraw Request button.



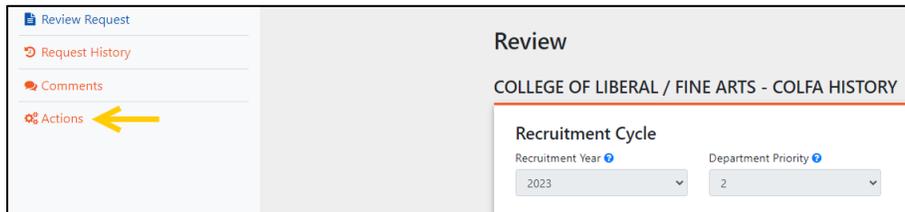
The portal will take the user back to the Dashboard Homepage, and the withdrawn request can be found under the Withdrawn Section.



Click the View Request button to navigate back into the desired Recruitment Request, in order to start the process of resubmitting it for approval or to send it back to the Department Chair for additional revisions.

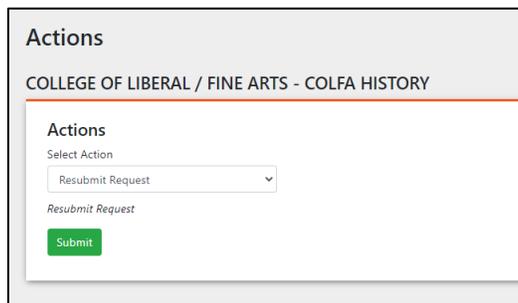


Once inside the desired request, select the Actions Button on the left side of the screen.



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

1. Unlock the College Priority- If any updates are needed
2. Resubmit Request- Immediately submits the request
 - Click the Submit Button



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

The screenshot shows a form titled "Actions". At the top, it says "Select Action" with a dropdown menu currently set to "Return - Not Actionable". Below this is a text area with the instruction: "Please enter an explanation for the decision to return this request and make it not actionable." At the bottom of the form is a red button labeled "Return Not Actionable Request".

4. Return- Actionable – Returns request to Department Chair for edits

- Enter an explanation for the return of the request and what information may need to be updated for resubmission

The screenshot shows a form titled "Actions". At the top, it says "Select Action" with a dropdown menu currently set to "Return - Actionable". Below this is a text area with the instruction: "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." At the bottom of the form is a yellow button labeled "Return Request".

5. Edit Request- Will allow the Dean to make new or additional edits to the Recruitment Request

- Indicate which fields or information needs to be updated in the text space provided
- Click the Edit Request Button

The screenshot shows a form titled "Actions" within a grey-bordered container. At the top of the container, it says "COLLEGE OF LIBERAL / FINE ARTS - COLFA HISTORY". Below this, the form has a "Select Action" dropdown menu set to "Edit Request". Underneath is a text area with the instruction: "Which fields do you intend to update?". At the bottom of the form is a blue button labeled "Edit Request".

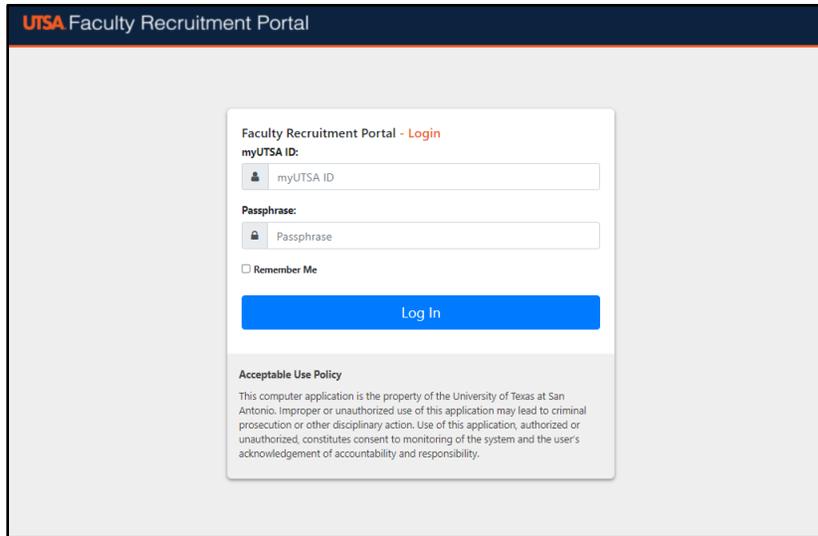
Once the Edit Request Button is clicked, the portal will open the Recruitment Request in order to make the desired edits/updates. Once the request has been updated click the Save Changes button at the bottom of the page.

- If the request has been approved and resubmitted the Recruitment Request is now pending Provost approval.
- If the request has been sent back to the Department Chair, refer to the Submitting a Faculty Recruitment Request Manual for reference.

Setting Notification Emails

Every user/position will need to have an email assigned to it, in order to receive the automatic notification emails the portal sends out.

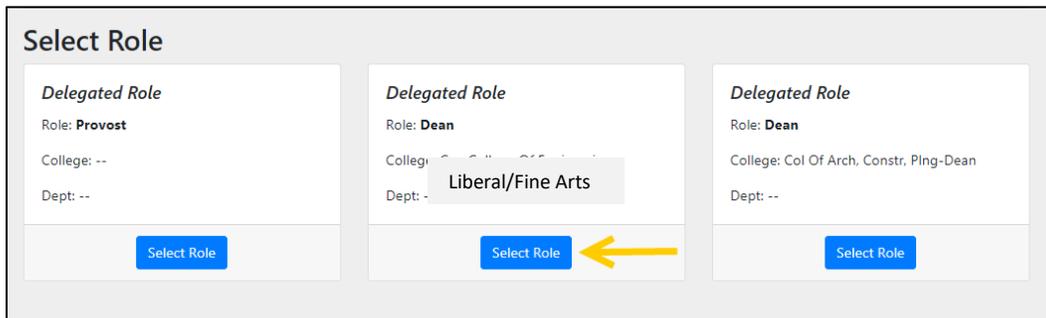
Log into the Faculty Hiring Portal with the following link: [Faculty Recruitment Portal](#).



Ensure that the user is connected to the VPN, in order to access the Faculty Recruitment Portal

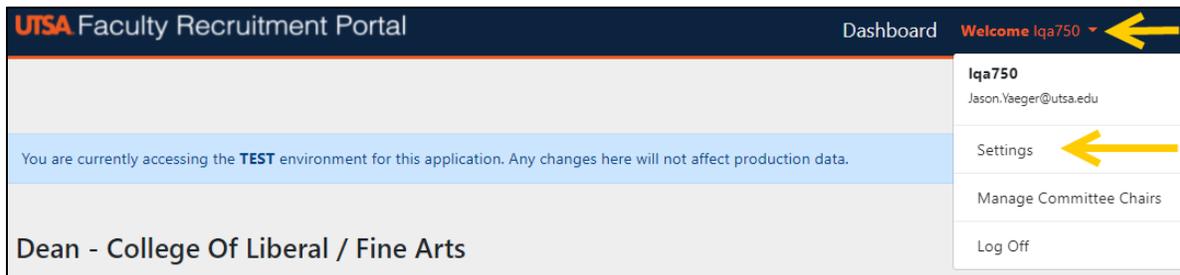
Network ID (UTSA ABC123) and Passphrase are used to log into the portal.

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

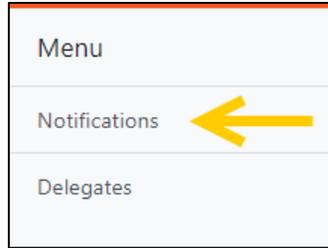


Once the role is selected, the portal will take you to the Home Dashboard.

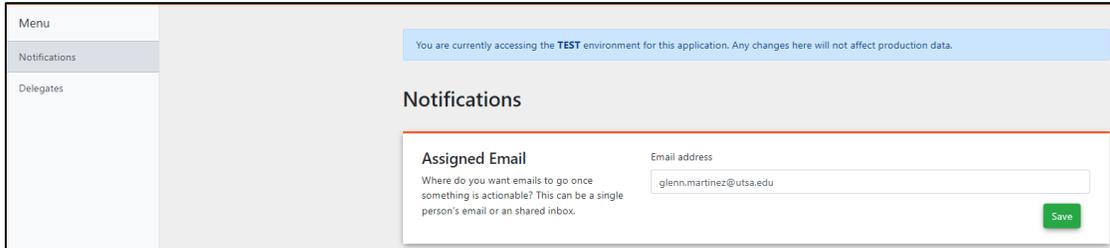
At the top right of the page, click on the Welcome dropdown menu and select Settings.



From the Settings Page, select the Notifications option from the menu on the left of the page.

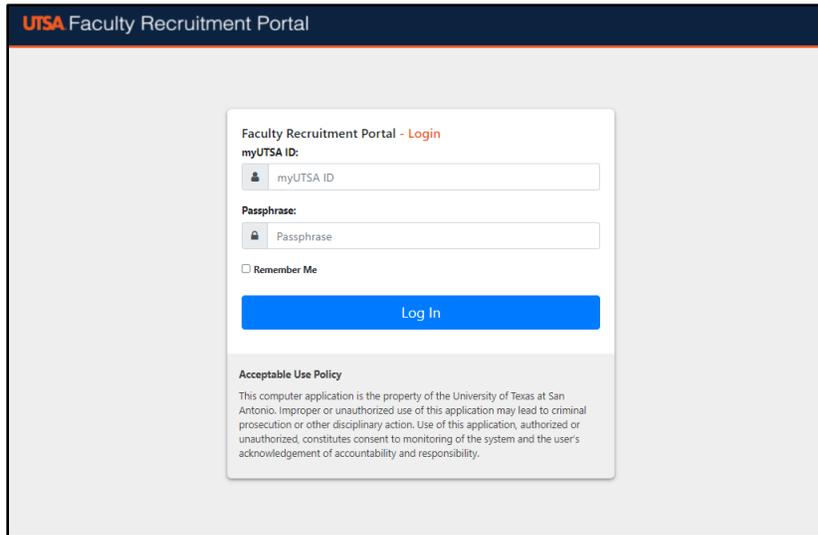


Enter the desired email address into the text box, and then hit the Save button.



Delegating a User

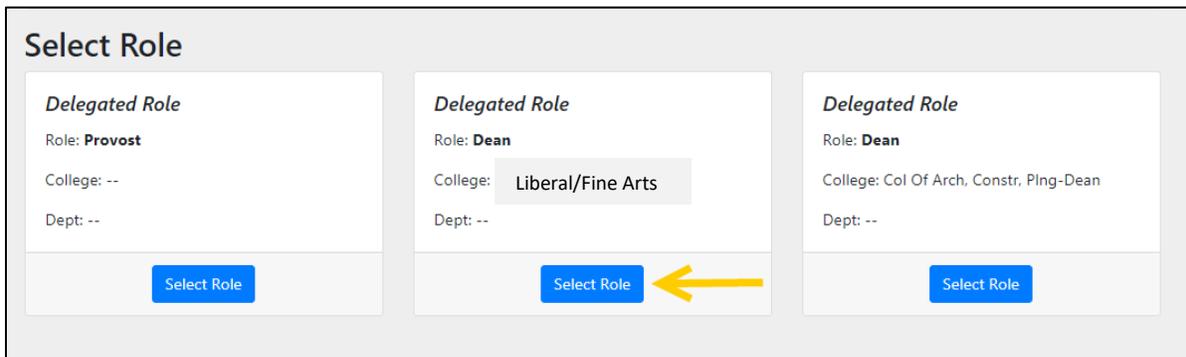
Log into the Faculty Hiring Portal with the following link: [Faculty Recruitment Portal](#).



Ensure that the user is connected to the VPN, in order to access the Faculty Recruitment Portal

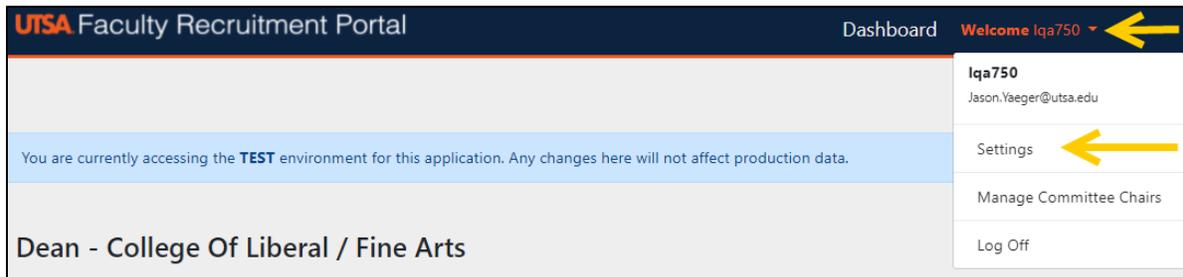
Network ID (UTSA ABC123) and Passphrase are used to log into the portal.

From the Dashboard, if you have multiple roles in the portal you will need to select the Dean role in order to delegate access to another user.

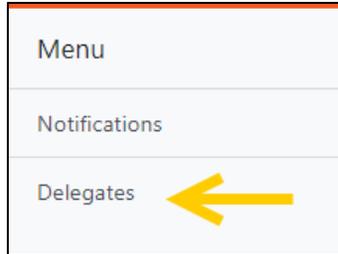


Once the Dean role is selected, the portal will take you to the Dean’s Home Dashboard.

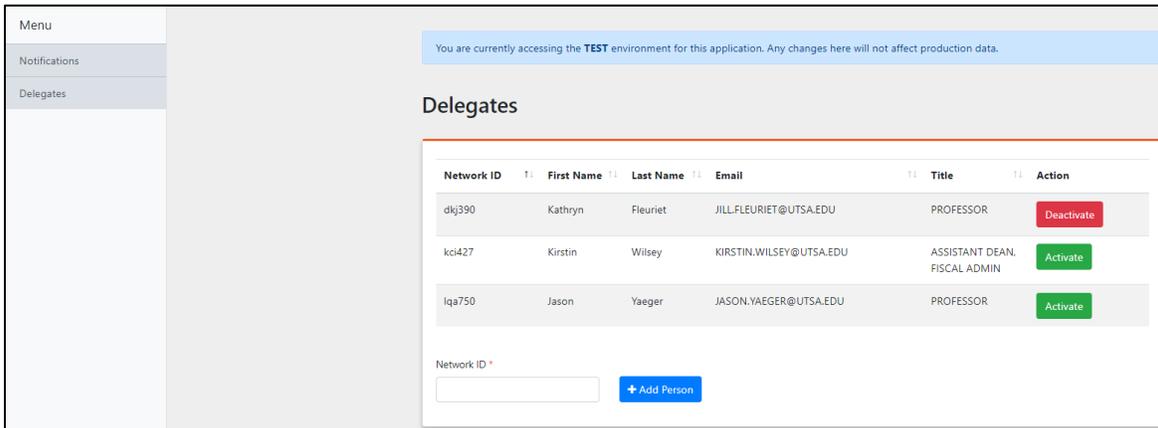
At the top right of the page, click on the Welcome dropdown menu and select Settings.



From the Settings Page, select the Delegates option from the menu on the left of the page.



Insert the network ID of the individual who will become the Delegate into the Network ID text box and click the +Add Person button.



Note – The Delegate will be able to submit/edit/withdraw on the Dean’s behalf. Delegates cannot hold multiple delegations. It is the Dean’s responsibility to remove a delegate if they no longer serve in that capacity.

To Remove a Delegate, navigate back to the Delegate Menu page. Find the person(s) row and click the ‘Deactivate’ Button.