

Submitting a Faculty Recruitment Request

Faculty Hiring Portal

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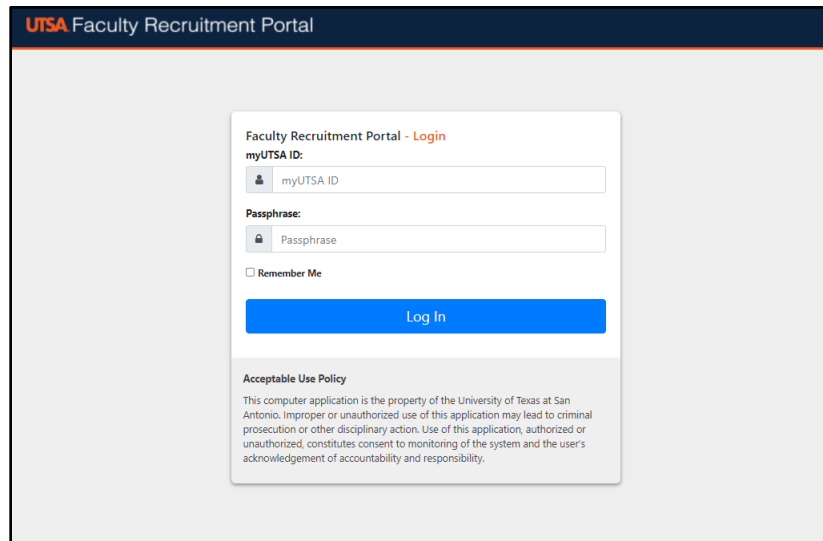
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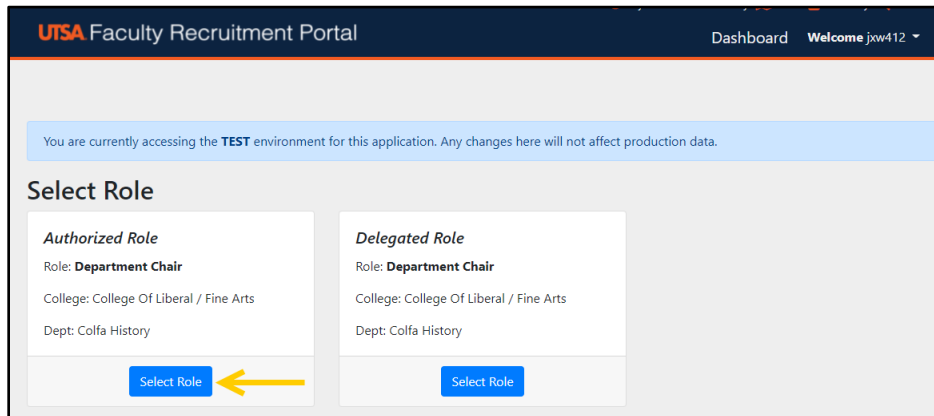
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The Faculty Recruitment Portal is used to request permission to recruit and hire new Tenure/Tenure Track Faculty Members at UTSA. The portal can be found with the following link: [Faculty Recruitment Portal](#).



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 Department Chair role in order to submit a recruitment request.



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

The screenshot shows the 'Department Chair - Colfa History' dashboard. At the top, there are tabs for 'Recruitment Request', 'Recruitment Plan', 'Hiring', and 'Hiring Package'. Below the tabs, there is a 'Year' dropdown set to '2022' and an 'Export Requests' button labeled 'Year 2022 to CSV'. A '+ Create Request' button is visible on the right. The dashboard is divided into several sections, each with a table of requests:

- WITHDRAWN:** Shows 0 entries. Message: 'No withdrawn requests...'
- RETURNED - ACTIONABLE:** Shows 0 entries. Message: 'No actionable requests...'
- SAVED:** Shows 0 entries. Message: 'No Saved requests...'
- SUBMITTED:** Shows 1 entry for 2022.

Yr	Priority	Position	Rank	Est. Salary	Est. Start up	Cur. Stage	Action
2022	1	Existing Position	Professor	\$150,000.00	\$96,000.00	CoregeDean	View Request
- APPROVED BY PROVOST:** Shows 3 entries.

Yr	Priority	Position	Rank	Est. Salary	Est. Start up	Action
2022	1	Vacant	Assistant Professor	\$70,000.00	\$5,000.00	View Request
2022	1	New	Assistant Professor	\$72,000.00	\$36,000.00	View Request
2022	3	New	Associate Professor	\$450,000.00	\$2,671.00	View Request
- RETURNED - NON ACTIONABLE:** Shows 0 entries. Message: 'No Non Actionable requests...'

Under the Recruitment Request Tab, ensure the desired year is selected, then click the +Create Request button to create a new Recruitment Request.

This close-up screenshot highlights the 'Recruitment Request' tab and the '+ Create Request' button. A yellow arrow points to the 'Recruitment Request' tab, and another yellow arrow points to the '+ Create Request' button. The 'Year' dropdown is set to '2022', and the 'Export Requests' button is labeled 'Year 2022 to CSV'. Below the tabs, there is a 'WITHDRAWN' section with a table showing 0 entries and a message 'No withdrawn requests...'. The table has columns for Yr, Priority, Position, Rank, Est. Salary, Est. Start up, and Action.

The Portal will take you to a New Request form. Fill out the following form based upon the needs of the requester and department.

New Request

COLLEGE OF LIBERAL / FINE ARTS - COLFA HISTORY

Recruitment Cycle

Recruitment Year ? Department Priority ?

Position

Funding For Position ? Provide Position ID ? Est. Salary

Desired Rank Research Area

Appointment Connection

Appointment connection to hiring in other colleges (check all that apply)

Single Department Appointment

Cross Appointment (0% appointment in another department) Please Describe:

Mini (paired/connected) Cluster Hire Please Describe:

Joint (Split FTE; another department/same college or different department/different college) Please Describe:

Select the following from each of the following drop-down menus:

- Recruitment Year
- Department Priority
- Position Information & Position ID (if available)
- Estimated Salary
- Desired Rank
- Research Area

Refer to the Faculty Portal's [Blue Question Marks](#) for additional information/explanation.

Select and fill in any appropriate information concerning the requested position for the Appointment Connection and Institutional Alignment Sections.

Institutional Alignment

Alignment with Institutional Strategic Research Initiatives (check all that apply)

Cyber

- Cybersecurity
- Data Analytics/Big Data
- Computational/Informatics
- Digital
- Cloud

Health

- Neuro-engineering
- Infectious Disease
- Optimizing Performance/BioRegeneration
- Population/Community

Fundamental Futures

- Space Systems
- Materials
- National Security/Intelligence
- Smart/Connected infrastructure

Social – Economic Transformation

- Disparities
- Entrepreneurship
- Career-Engaged Education
- Improving Human Condition

Other... Please Describe:

Describe how the proposed position advances UTSA's institutional-level strategic priorities in research excellence.

Describe how the proposed position supports UTSA's institutional goals in student success.

Explain how the proposed position advances faculty diversity inclusion goals and describe what steps will be taken to ensure a diverse candidate pool.

The College Alignment Section will be completed by the Dean during their review.

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?

Complete the remaining sections of the Recruitment Request, and then click the Submit Request button.

- Workload
- Startup Costs & Equipment (all funding sources)
- Additional Funding
- Endowment
- Office

- Lab
- Any Additional Comments

Refer to the Faculty Portal’s [Blue Question Marks](#) for additional information/explanation.

Workload

Instruction % Research % Service %

Please describe the anticipated workload.

Startup Costs & Equipment (all funding sources)

Est. Start-Up Cost TOTAL: \$ 0.00

Supplies/Operations Graduate Assistants Graduate Assistants Costs

Undergraduate costs Faculty Summer Salary Other Personnel Costs Miscellaneous Costs

Capital Equipment: Shared Yes No Cost Description

Capital Equipment: PI Yes No Cost Description

Minor Equipment Yes No Cost Description

Additional Funding

Funds requested in the additional funding portion should not be included in the Startup Costs & Equipment section.

Will STARs be considered? Yes No Amount Where will funds be allocated? Renovations Equipment Renovations and Equipment

Other Funding? Yes No Amount Description

Endowment

Endowed Position Yes No Fully Funded Yes No Name of Endowment and Position

Office

Space Required Yes No Space Available Yes No Location

Lab

Space Required Yes No Space Available Yes No Location

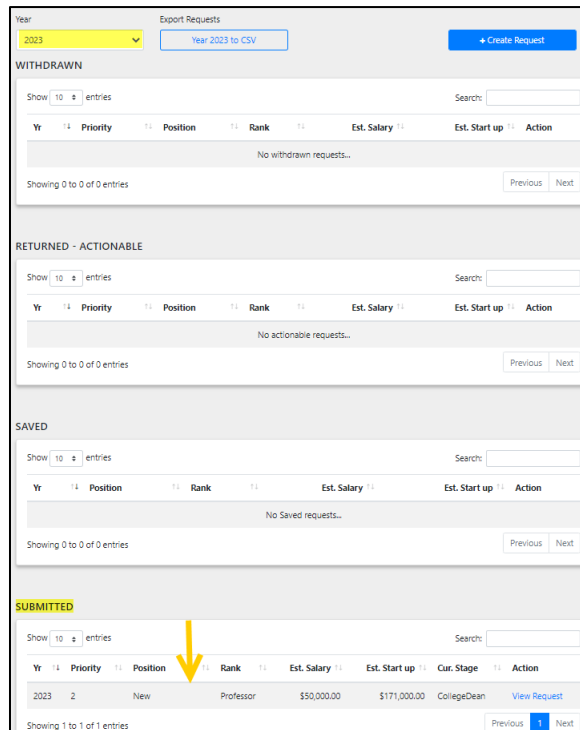
Type Required

Extra

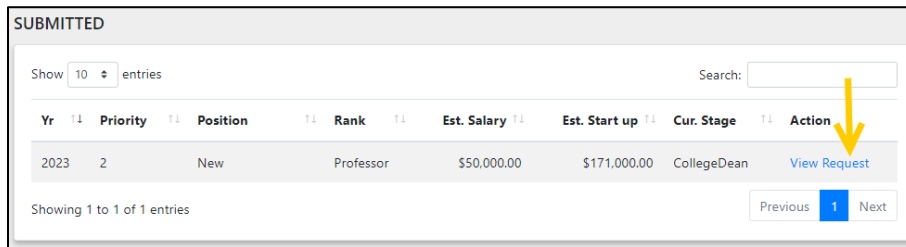
Additional comments and/or anything else that is relevant to this request.

Once the form is submitted, the Portal will take the user back to the Dashboard Homepage.

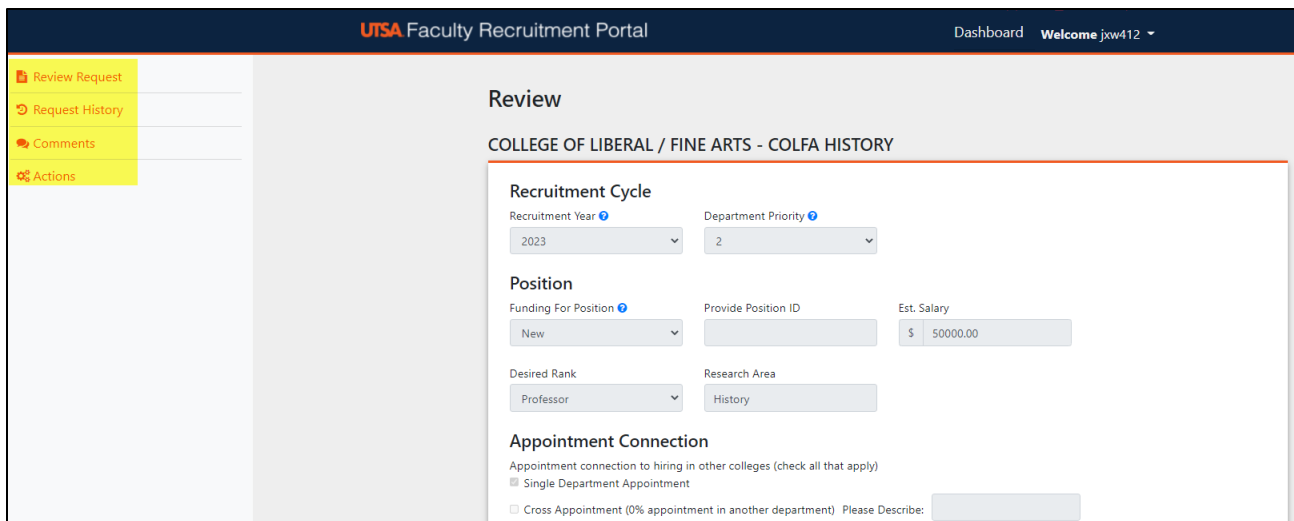
The new request can be found under the specific year the request was submitted for, under the Submitted Section.



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

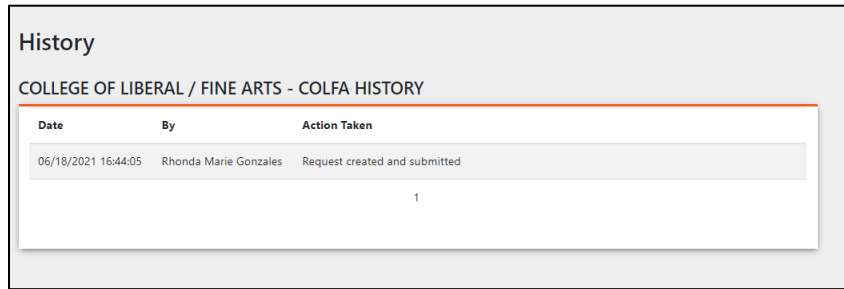


Once inside the request, it can be reviewed by scrolling through the page. The menu located at the top left side of the page allows for additional navigation throughout the request.

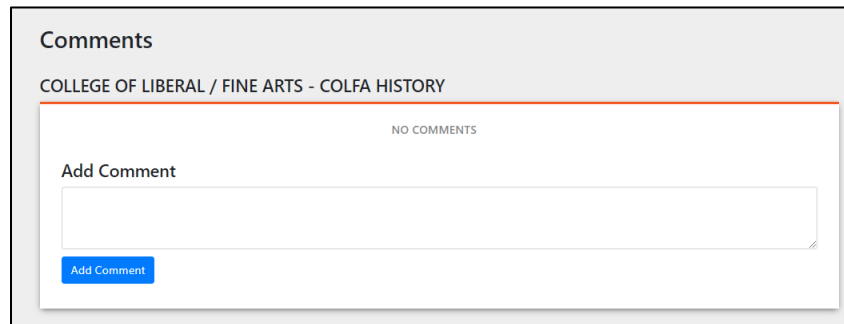


1. Review Request- Will navigate the user back to the review.

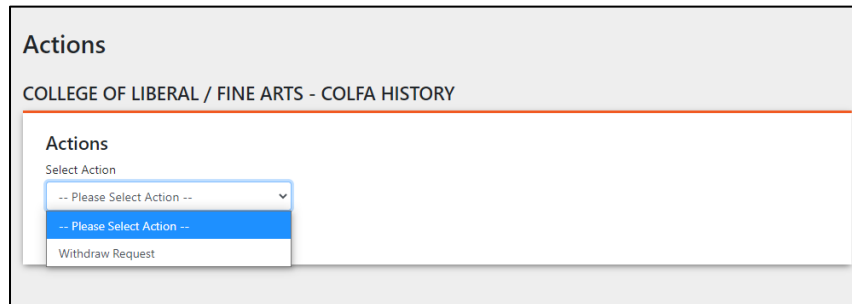
- Request History- Shows a running history of the routing of the request and documents when and who approves the request throughout the routing process.



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

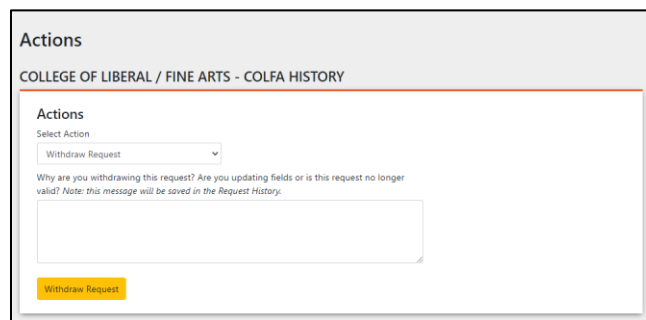


- The Actions Tab- shows the available options a specific user can take on a specific request.

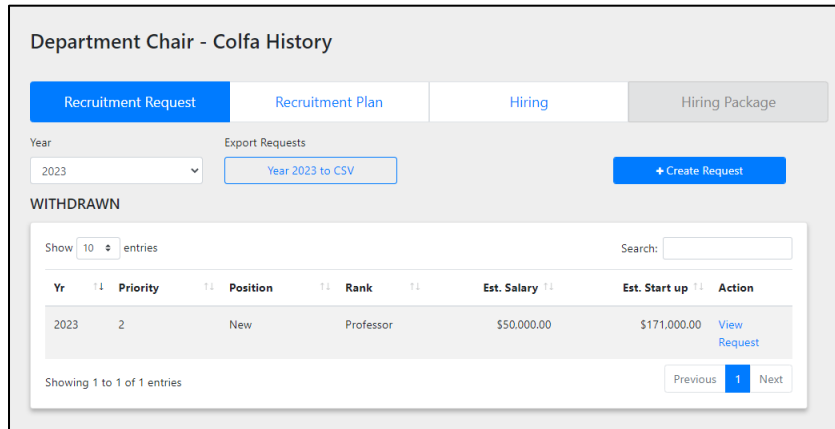


If it is determined that the request is no longer needed or that edits are required, click drop down menu under the Actions Tab and select Withdraw Request.

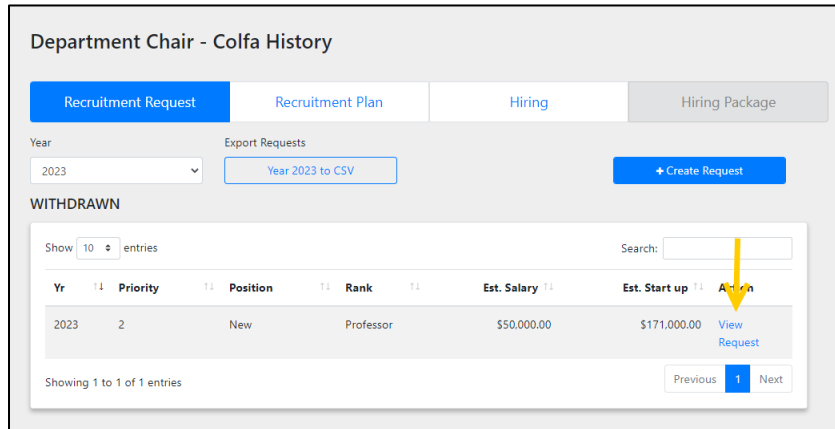
Insert an explanation as to why the request is being withdrawn, then click the Withdraw Request button.



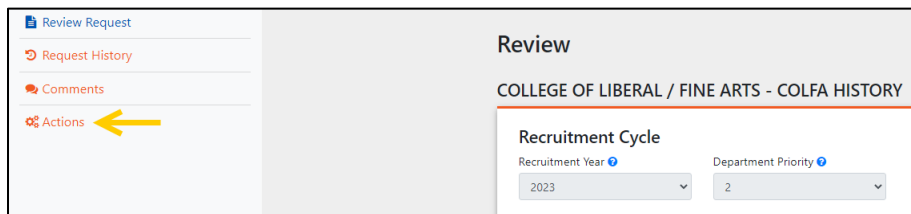
The portal will take the user back to the Dashboard Homepage, and the withdrawn request can be found under the Withdrawn Section.



Click the View Request button to navigate back into the desired Recruitment Request, in order to start the process of resubmitting it for approval.

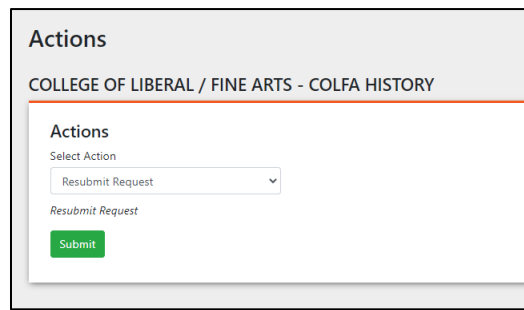


Once inside the desired request, select the Actions Button on the left side of the screen.



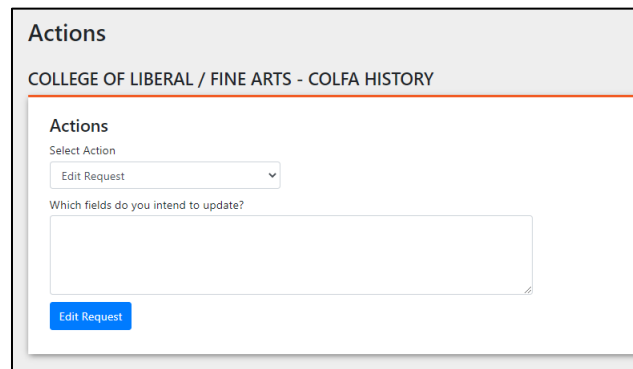
Under the Actions Page, two options are available:

1. Resubmit Request- Immediately submits the request.
 - Click the Submit Button



The screenshot shows a web interface titled "Actions" for "COLLEGE OF LIBERAL / FINE ARTS - COLFA HISTORY". Under the "Actions" section, there is a "Select Action" dropdown menu with "Resubmit Request" selected. Below the dropdown, the text "Resubmit Request" is displayed, and a green "Submit" button is visible at the bottom.

2. Edit Request- Allows for new or additional edits to be made 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 web interface titled "Actions" for "COLLEGE OF LIBERAL / FINE ARTS - COLFA HISTORY". Under the "Actions" section, there is a "Select Action" dropdown menu with "Edit Request" selected. Below the dropdown, the text "Which fields do you intend to update?" is displayed, followed by a large text input area. At the bottom, a blue "Edit Request" button is visible.

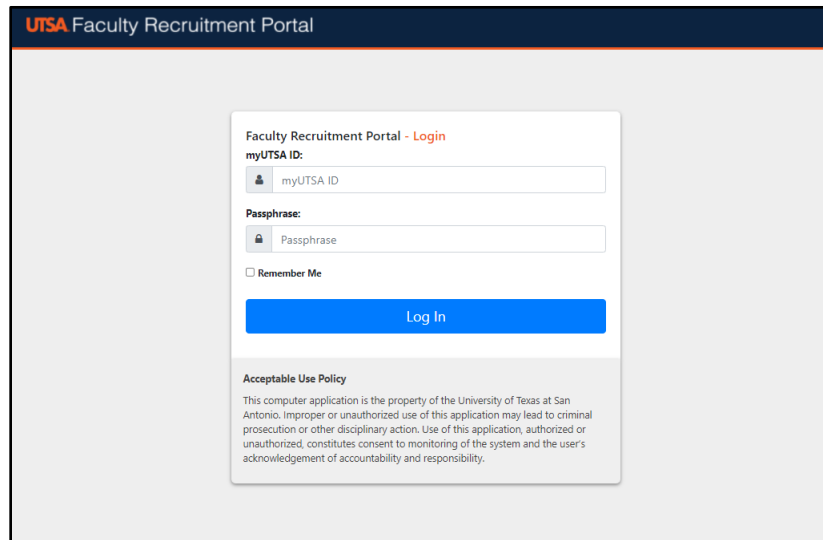
Once the Edit Request Button is clicked, the portal will open the Recruitment Request in order to make the desired edits/updates. Once the request has been updated click the Save Changes button at the bottom of the page.

Follow the steps above to navigate back to the Actions Menu Page and select the Resubmit Request option to submit the Recruitment Request.

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.

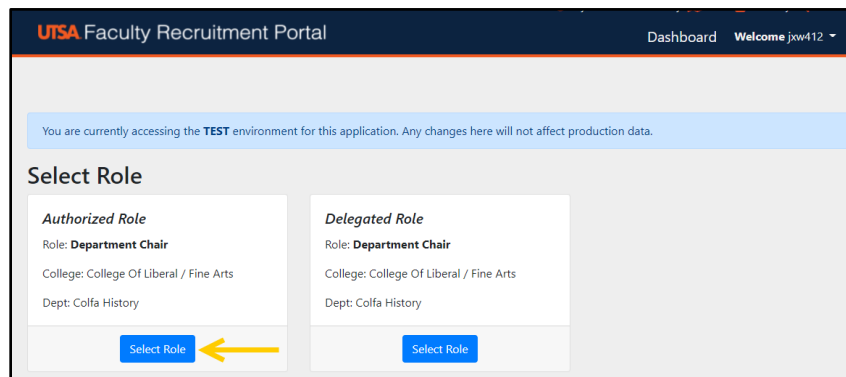
Log into the Faculty Hiring Portal with the following link: [Faculty Recruitment Portal](#).



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

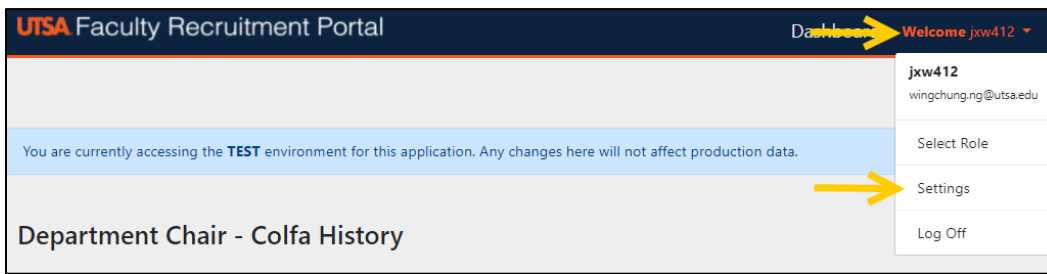
Network ID (UTSA ABC123) and Passphrase are used to log into the portal.

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

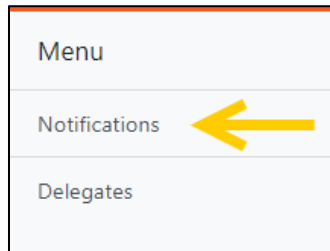


Once the role is selected, the portal will take you to the Home Dashboard.

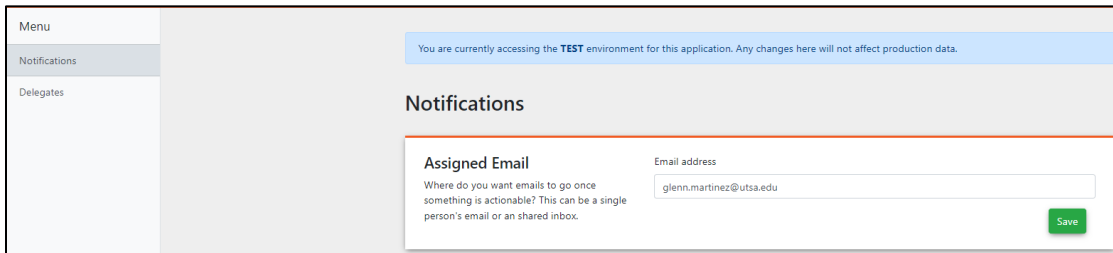
At the top right of the page, click on the Welcome dropdown menu and select Settings.



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

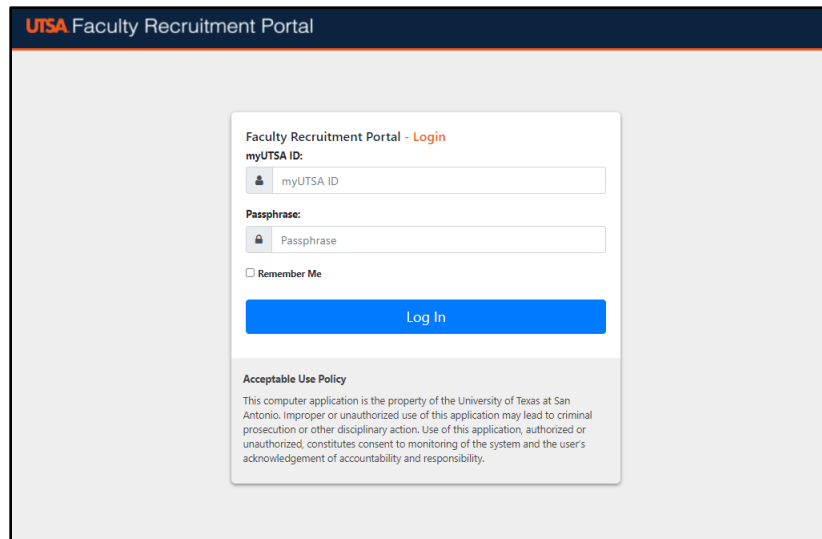


Enter the desired email address into the text box, and then click the Save button.



Delegating a User

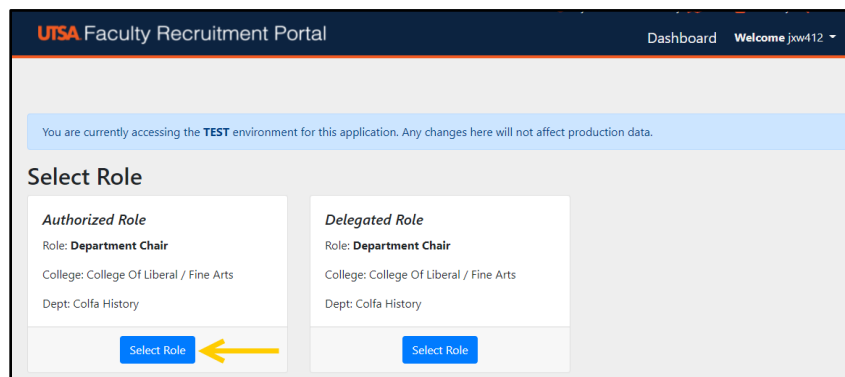
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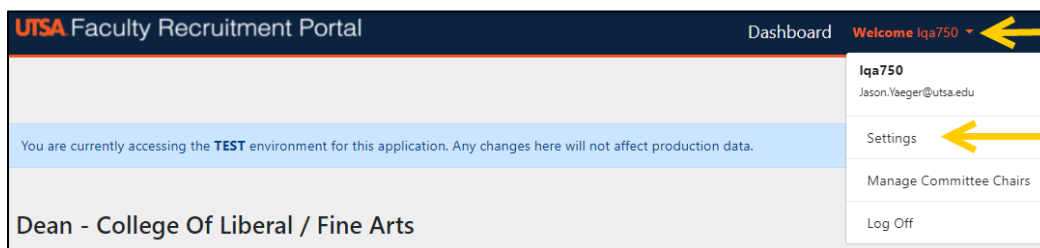
Network ID (UTSA ABC123) and Passphrase are used to log into the portal.

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

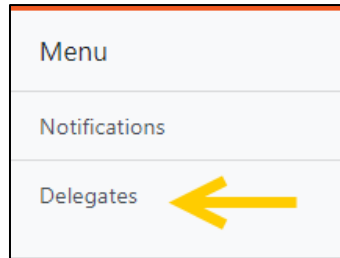


Once the Department Chair role is selected, the portal will take you to the Department Chair's Home Dashboard.

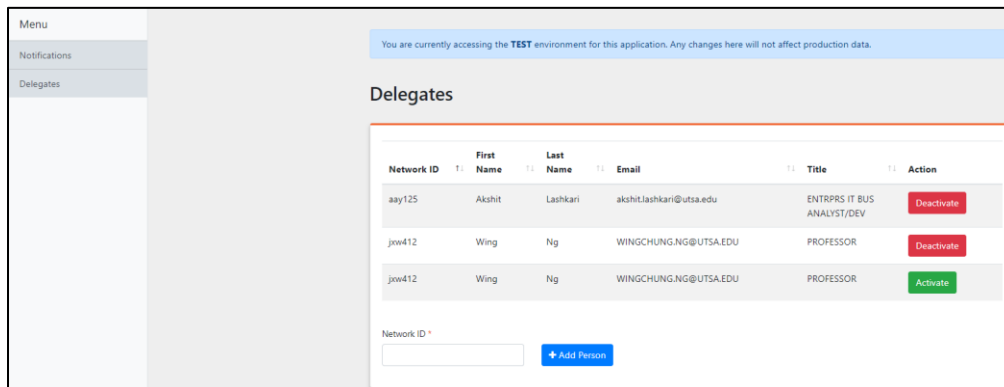
At the top right of the page, click on the Welcome dropdown menu and select Settings.



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 Department Chair’s behalf. Delegates cannot hold multiple delegations. It is the Department Chair’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.