Submitting a Faculty Recruitment Request

Faculty Hiring Portal

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Submitting a Faculty Recruitment Request

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.

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

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

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

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.

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.
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.

   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
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

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.

![Faculty Recruitment Portal](image)

*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.

![Select Role](image)

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

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 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.