Submitting Hiring Plan Documents

Faculty Hiring Portal

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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.

Note- The Hiring Tab will be available once a Faculty Recruitment Request and Plan have been fully approved.

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

Create, Review, Edit, Submit Hiring Plan

Follow the steps on page 1 for login instructions and role selection.

Once the Committee Chair role is selected, the portal will take you to the Committee Chair Home Dashboard. Click on the Hiring Tab and the desired year.

On the Portal Dashboard click on the Hiring Tab and navigate to the Pending Actions section. The Pending Action section will display any fully approved Recruitment Request and Plan. Those Hiring Plans are available to initiate the review process of a candidate.

Click on the View Hiring link to initiate the Hiring Plan for the selected request.

At the top of the screen you will find a summary of the position of the recruitment request/plan.

There is four tabs within the Hiring Plan that can be navigated:

- Supporting Documents – Additional supporting documents justifying hiring of candidate.
- Memos – Specific required documents justifying the hiring of the candidate.
- History – Provides a track record of the approval process of the recruitment request.
- Comments – Displays any comments made throughout the approval process of the request.
Submitting Hiring Plan Documents

Scroll down to the bottom of the page and select the Edit Hiring Plan Button, to unlock the fields editable to the Committee Chair.

Under the Memo’s tab, the Committee Chair Memo field will be unlocked and available for the justification memo to be uploaded.

Click the Browse Button to search and select the desired memo document and then click Upload.
Once the selected document has been uploaded, the portal will refresh the section to show that the document has been uploaded successfully.

Additional documents can be uploaded by following the steps above, or removed by selecting the Red X button next to the document's name.

Once the appropriate document(s) have been uploaded, click the Save Changes Button at the bottom of the page.

The portal will refresh and provide a Success message, validating that the previous changes have been completed. Scroll down to the bottom of the page to select Submit Hiring Plan to advance the Hiring Plan to the Department Chair.
Submitting Hiring Plan Documents

The portal will refresh to the Dashboard homepage, where the Committee Chair can see their submitted requests under the Submitted Section.

Clicking the View Hiring Plan button on a submitted Hiring Plan, will direct the Committee Chair back into their selected request. The request can be reviewed or withdrawn from this stage.

To Withdraw the request, scroll down to the bottom of the page and select the Withdraw Hiring Plan button.

Enter a justification for the withdrawing of the request and then select Withdraw Hiring Plan.
Follow the steps above to resubmit the Hiring Plan for approval.
Submitting Hiring Plan Documents

Department Chair

Review, Return, Edit, Approve Hiring Plan

Follow the steps on page 1 for login instructions and role selection.

On the Portal Dashboard click on the Hiring tab and navigate to the Pending Actions section. Find the desired Hiring Plan and click the View Hiring button.

At the top of the screen you will find a summary of the position of the recruitment request/plan.

There is four tabs within the Hiring Plan that can be navigated:

- Supporting Documents – Additional supporting documents justifying hiring of candidate.
- Memos – Specific required memos justifying the hiring of the candidate.
- History – Provides a track record of the approval process of the recruitment request.
- Comments – Displays any comments made throughout the approval process of the request.

At the bottom of the page are three options that the Department Chair can take on the Hiring Plan:

- Return Hiring Plan – Will return the Hiring Plan to the Committee Chair for edits.
• Edit Hiring Plan – Unlocks and refreshes the specific fields required by the Department Chair to complete.
• Submit Hiring Plan – Officially submits the Hiring Plan to the Dean for review and approval.
  o Will only be available once all the required documents/fields are complete. If any required field is outstanding the following prompt will appear:

Under the Memo’s tab, the Department Chair will be able to review the memo uploaded by the Committee Chair by clicking on the blue link.

The memo field under the Department Chair section will also be unlocked and available for their justification memo to be uploaded.

Click the Browse Button to search and select the desired memo document and then click Upload.
Once the selected document has been uploaded, the portal will refresh the section to show that the document has been uploaded successfully.

Additional documents can be uploaded by following the steps above, or removed by selecting the Red X button next to the document’s name.

Under the Supporting Documents Tab, the Department Chair will be able to upload the remaining Hiring Plan documents (unlock the Hiring Plan if needed first):

- Offer Letter
- STARS Application & Documents (if necessary)
- Source of Funds
- DFRAC Documents (if necessary)
- Final Candidate CV
- All Candidates CVs
- Diversity Reports
- Advertisements

**Note** - Follow the steps above on how to select and upload a specific document for each section. Multiple documents can be uploaded for each field with the same process or removed by clicking the individual Red X.
Submitting Hiring Plan Documents

<table>
<thead>
<tr>
<th>Supporting Documents</th>
<th>Memos</th>
<th>History</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Offer Letter</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upload draft offer letter using the templates provided in the Yuma Sharepoint.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **STARS**             |       |         |          |
| TMT Science & Technology Acquisition and Retention Program (STARS) provides funding to help purchase state-of-the-art research equipment and make necessary laboratory renovations to encourage faculty members to perform their research at a UT Institution. Awards are limited to expenses for research equipment and laboratory renovations. These funds cannot be used to support salaries, travel or moving expenses. STARS awards typically range from $100,000 to $300,000. |

| **Source of Funds**   |       |         |          |
| Revise the Faculty Recruitment Hiring Manual for additional information on developing the Source of Funds. All hiring requests must include Source of Funds. |       |         |          |

| **DFFAC**             |       |         |          |
| If tenure is recommended, Department Faculty Review Advisory Committee (DFFAC) letter regarding recommended rank and tenure is requested. |       |         |          |

| **Final Candidate CV**|       |         |          |
| Provide the complete Curriculum Vitae (CV) for the final candidate. |       |         |          |

| **All Candidate CVs** |       |         |          |
| Provide the curriculum vitae (CV) for all other short-listed candidates. |       |         |          |

| **Diversity Reports** |       |         |          |
| Contact Dean to obtain a report that confirms the minority requirement for the Long and Short list have been met for the search. If an exception to the minority requirement was approved by the dean include a copy of the approved memo. |       |         |          |

| **Advertisements**    |       |         |          |
| Upload copies of all external and internal position advertisements, including the TAMU job posting. |       |         |          |
Once all of the required documents under the Memo and Supporting Documents Tabs are uploaded to the Hiring Plan, scroll down to the bottom of the page to save the recent updates.

The portal will refresh and provide a Success notification that the changes have been saved.

The Hiring Plan is ready for submission, review and Dean’s approval, and can be submitted by clicking the Submit Hiring Plan button at the bottom of the page.

The portal will refresh to the Dashboard homepage, where the Department Chair can see their submitted requests under the Submitted Section.
Clicking the View Hiring Plan button on a submitted Hiring Plan, will direct the Department Chair back into their selected request. The Department Chair can unlock the request and add additional supporting documents, review the submitted request or withdrawn and return it to the Committee Chair.

To Withdraw the request, scroll down to the bottom of the page and select the Withdraw Hiring Plan button.

Enter a justification for the withdrawing of the request and then select Withdraw Hiring Plan.
Dean

Review, Return, Edit, Approve Hiring Plan

Follow the steps on page 1 for login instructions and role selection.

On the Portal Dashboard click on the Hiring tab and desired year and navigate to the Pending Actions section. Find the desired Hiring Plan and click the View Hiring button.

At the top of the screen you will find a summary of the position of the recruitment request/plan.

There is four tabs within the Hiring Plan that can be navigated:

- Supporting Documents – Additional supporting documents justifying hiring of candidate.
- Memos – Specific required memos justifying the hiring of the candidate.
- History – Provides a track record of the approval process of the recruitment request.
- Comments – Displays any comments made throughout the approval process of the request.

The Dean can review and open any previously uploaded document under the Supporting Documents and Memos tab, by clicking on the individual link.

At the bottom of the page are three options that the Dean can take on the Hiring Plan:

- Return Hiring Plan – Will return the Hiring Plan to the Department Chair for edits.
• Edit Hiring Plan – Unlocks and refreshes the Hiring Plan, allowing the Dean to remove and upload additional documentation.

• Submit Hiring Plan – Officially submits the Hiring Plan to the Provost for review and approval.
  - Will only be available once all the required documents/fields are complete. If any required field is outstanding the following prompt will appear:

Under the Memo’s tab, the Dean will be able to review the memos uploaded by the Committee and Department Chairs by clicking on the blue links.

The Dean’s Justification section will be unlocked. Enter the final candidates first and last name in the appropriate fields and click the Update Button.
The Document Field will be available so the Dean’s justification memo can be uploaded. Click the Browse Button to search and select the desired memo document and then click Upload.

Once the selected document has been uploaded, the portal will refresh the section to show that the document has been uploaded successfully.

Additional documents can be uploaded by following the steps above, or removed by selecting the Red X button next to the document’s name.

Under the Supporting Documents Tab, the Dean will be able to open and review any previously uploaded document, by clicking the individual blue links. The Dean will also be able to add or remove additional documents for justification (unlock the Hiring Plan if additional documents need to be added/removed first if necessary):

- Offer Letter
- STARS Application & Documents (if necessary)
- Source of Funds
- DFRAC Documents (if necessary)
- Final Candidate CV
- All Candidates CVs
- Diversity Reports
- Advertisements

**Note** - Follow the steps above on how to select and upload a specific document for each section. Multiple documents can be uploaded for each field with the same process or removed by clicking the individual Red X.
### Submitting Hiring Plan Documents

**Offer Letter**
- Upload the draft offer letter using the templates provided in the DMS Transport.
- Download OfferLetter template.
- To be uploaded by [12/30/2022 4:23 PM].

**STARS**
- SAC Science & Technology Associates and STARS/STARs provide funding to help purchase items for the research equipment and make necessary laboratory renovations to encourage faculty members to perform their research at UT. Awards are limited to equipment or research support, not salary. These funds cannot be used to support salary, travel, or moving expenses. For more information, contact UT Research or Human Resources.

**Applicant Form**
- 
- Cover Letter
- 
- Internal Letter
- 

**Source of Funds**
- 
- Cover Letter
- 
- Internal Letter
- 

**OPAP**
- If tenure is recommended, the Department Faculty Reviewer submits a letter regarding recommended rank and tenure is awarded.

**Final Candidate CV**
- Provide the complete Curriculum Vitae (CV) for the finalist candidate.

**All Candidate CVs**
- Provide the current CV (or CV for all other shortlisted candidates).

**Diversity Reports**
- Contact the search committee to obtain a report that includes information on the minority population in the department.

**Advertisements**
- Upload copies of all internal and external position advertisements, including those for the job.

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### Supporting Documents

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- Upload the draft offer letter using the templates provided in the DMS Transport.
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- Provide the complete Curriculum Vitae (CV) for the finalist candidate.

**All Candidate CVs**
- Provide the current CV (or CV for all other shortlisted candidates).

**Diversity Reports**
- Contact the search committee to obtain a report that includes information on the minority population in the department.

**Advertisements**
- Upload copies of all internal and external position advertisements, including those for the job.
Once all of the documents are uploaded to the Hiring Plan, scroll down to the bottom of the page to save the recent updates.

The portal will refresh and provide a Success notification that the changes have been saved.

The Hiring Plan is ready for submission, review and Provost approval, and can be submitted by clicking the Submit Hiring Plan button at the bottom of the page.

The portal will refresh to the Dashboard homepage, where the Dean can see their submitted requests under the Submitted Section.
Clicking the View Hiring Plan button on a submitted Hiring Plan, will direct the Dean back into their selected request. The Dean can unlock the request and add additional supporting documents, review the submitted request or withdrawn and return it to the Department Chair.

To Withdraw the request, scroll down to the bottom of the page and select the Withdraw Hiring Plan button.

Enter a justification for the withdrawing of the request and then select Withdraw Hiring Plan.

Follow the above steps to resubmit/approve a request.
Submitting Hiring Plan Documents

Human Resources (as needed)

Review and Adding Supportive Documents

Follow the steps on page 1 for login instructions and role selection.

On the Portal Dashboard click on the Hiring tab and desired year and navigate to the Pending Actions section. Find the desired Hiring Plan and click the View Hiring button.

At the top of the screen you will find a summary of the position of the recruitment request/plan.

There is four tabs within the Hiring Plan that can be navigated:

- Supporting Documents – Additional supporting documents justifying hiring of candidate.
- Memos – Specific required memos justifying the hiring of the candidate.
- History – Provides a track record of the approval process of the recruitment request.
- Comments – Displays any comments made throughout the approval process of the request.

Human Resources can review and open any previously uploaded document under the Supporting Documents and Memos tab, by clicking on the individual link.

At the bottom of the page, the Human Resources representative can click the Unlock Supporting Documents button in order to add additional documentation.
Under the Supporting Documents tab, the Diversity Reports and Advertisements sections will be unlocked, allowing documents to be uploaded/removed.

Click the Browse Button to search and select the desired memo document and then click Upload.

Once all of the documents are uploaded to the Hiring Plan, scroll down to the bottom of the page to save the recent updates.

The portal will refresh and provide a Success notification that the changes have been saved.
Note: The Human Resource role is not designed to approve the Hiring Plan. That authorization is reserved for the Provost or their delegate. The Approve Hiring Plan Button is not available to be selected. The following message will appear:
Submitting Hiring Plan Documents

Research (as needed)

Review and Adding Supportive Documents

Follow the steps on page 1 for login instructions and role selection.

On the Portal Dashboard click on the Hiring tab and desired year and navigate to the Pending Actions section. Find the desired Hiring Plan and click the View Hiring button.

At the top of the screen you will find a summary of the position of the recruitment request/plan.

There is four tabs within the Hiring Plan that can be navigated:

- Supporting Documents – Additional supporting documents justifying hiring of candidate.
- Memos – Specific required memos justifying the hiring of the candidate.
- History – Provides a track record of the approval process of the recruitment request.
- Comments – Displays any comments made throughout the approval process of the request.

Researchers can review and open any previously uploaded document under the Supporting Documents and Memos tab, by clicking on the individual link.

At the bottom of the page, the Research representative can click the Unlock Supporting Documents button in order to add additional documentation.

Under the Supporting Documents tab, the STARS sections will be unlocked, allowing documents to be uploaded/removed.
Click the Browse Button to search and select the desired memo document and then click Upload.

Once all of the documents are uploaded to the Hiring Plan, scroll down to the bottom of the page to save the recent updates.

The portal will refresh and provide a Success notification that the changes have been saved.
**Note:** The Research role is not designed to approve the Hiring Plan. That authorization is reserved for the Provost or their delegate. The Approve Hiring Plan Button is not available to be selected. The following message will appear:

![Message: Your current role does not match the current stage of the Hiring Plan.](image)
Provost

Review, Return, Edit, Approve Hiring Plan

Follow the steps on page 1 for login instructions and role selection.

On the Portal Dashboard click on the Hiring tab and desired year and navigate to the Pending Actions section. Find the desired Hiring Plan and click the View Hiring button.

At the top of the screen you will find a summary of the position of the recruitment request/plan and the final candidate’s name.

There is four tabs within the Hiring Plan that can be navigated:

- Supporting Documents – Additional supporting documents justifying hiring of candidate.
- Memos – Specific required memos justifying the hiring of the candidate.
- History – Provides a track record of the approval process of the recruitment request.
- Comments – Displays any comments made throughout the approval process of the request.

The Provost can review and open any previously uploaded document under the Supporting Documents and Memos tab, by clicking on the individual link.

At the bottom of the page are three options that the Provost can take on the Hiring Plan:

- Return Hiring Plan – Will return the Hiring Plan to the Dean for edits.
• Edit Hiring Plan – Unlocks and refreshes the Hiring Plan, allowing the Provost to remove and upload additional documentation.
• Approve Hiring Plan – Officially approves the Hiring Plan.

Under the Supporting Documents Tab, the Provost will be able to open and review any previously uploaded document, by clicking the individual blue links. The Provost will also be able to add or remove documents for the justification of the hire from the following sections (unlock the Hiring Plan if additional documents need to be added/removed first):

• Offer Letter
• STARS Application & Documents (if necessary)
• Source of Funds

Click the Browse Button to search and select the desired memo document and then click Upload.
Once the selected document has been uploaded, the portal will refresh the section to show that the document has been uploaded successfully.

Additional documents can be uploaded by following the steps above, or removed by selecting the Red X button next to the document’s name.

Once all of the documents are uploaded to the Hiring Plan, scroll down to the bottom of the page to save the recent updates.

The portal will refresh and provide a Success notification that the changes have been saved.

Once all the documents have been reviewed, accurate and approved, the Hiring Plan can officially be approved by clicking the Approve Hiring Plan button at the bottom of the page.

The portal will refresh to the Dashboard homepage, where the Provost can see their approved requests under the Approved Section.
Clicking the View Hiring Plan button on an approved Hiring Plan, will direct the Provost back into their selected request. The Provost can edit the request and add additional supporting documents, review the submitted plan or withdrawn and return it to the Dean.

To Withdraw the request, scroll down to the bottom of the page and select the Withdraw Hiring Plan button.

Enter a justification for the withdrawing of the request and then select Withdraw Hiring Plan.