JFR: HOW TO CREATE
A *NEW FACULTY APPOINTMENT*
https://jfr.uams.edu

<u>NEW FACULTY APPOINTMENTS</u>

ALL new faculty appointments within the College of Medicine go through the JFR Process.

There are **3** important phases to getting a faculty appointment approved and finalized.

1. The **POSITION** must be approved
   a. Business plan is reviewed
   <mark>See pages 2 - 7</mark>
2. the **CANDIDATE** must be added & must accept our offer
   a. Candidate info is reviewed
   b. Offer letter info is reviewed & approved
   c. Credentialing packet
   <mark>See pages 8 - 12</mark>
3. The **APPOINTMENT** must be approved.
   a. FIS form submitted for FGP benefits
   <mark>See pages 13</mark>

Once these three steps have been approved within JFR the faculty appointment will be finalized.

<u>QUESTIONS?</u>
<u>CONTACT US!</u>

If you have any questions, please contact the Faculty Affairs Office at (501)526-5090

CREATING A NEW POSITION

First, click '**Create Position**' on the left hand menu options.
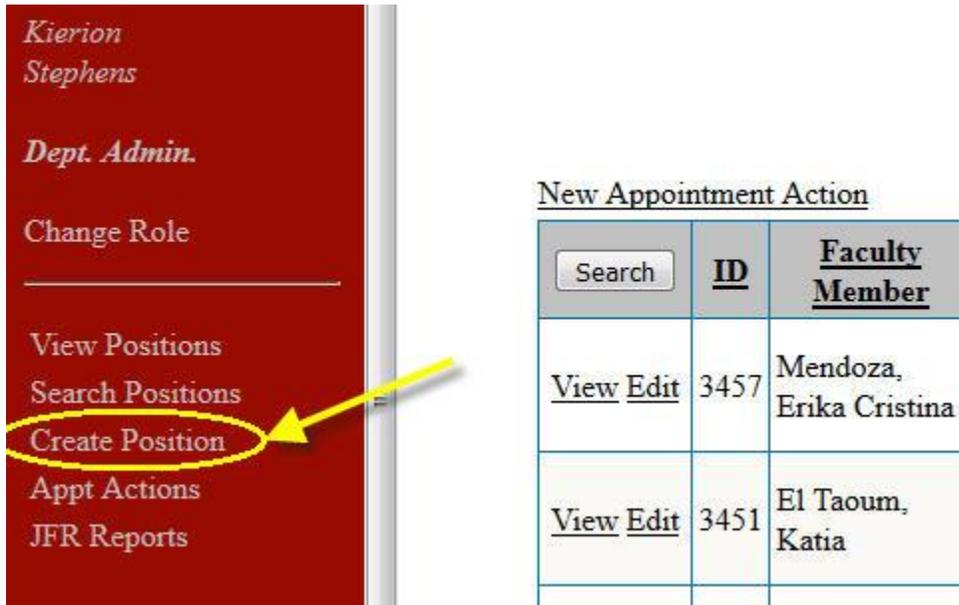
This will give you the **Add New Position** screen shown below, now you will need to fill out as much information as possible for the position.

Add New Position

Description:		*(For identification purposes only.)*
Department:	Psychiatry	
Division/Org Unit	Select One	**SAP Org Unit #:**
Requested Rank:	Select One	**Intended Pathway:**	Select One
Position Type:	○ Clinic ○ Basic Science	

(** *AAMC Salary Data M D, Clinical Dept, All Schools - 2015*   *AAMC Salary Data PhD, Clinical Dept, All Schools - 2015* **)
(** *AAMC Salary Data PhD, Basic Science Dept, All Schools - 2015* **)
(** *AAAP Salary Survey 2012-2013*   *AAAP RVW Benchmarks 2011-2012*   *AAAP Salary Table 2011-2012*   *AAAP RVW Benchmarks 2010-2011*   *AAAP Salary Table 2011* **)
(** *MGMA RVW Totals-13*   *MGMA Total Compensation by Selected Rank-13* **)
Financial Business Plan Template

1. Is this a full time UAMS position? For the JFR, full-time is defined as no less than 50 hours per week employment on the UAMS COM payroll.

A. ○ Yes

    ● No   If part time, what percent at UAMS?:   %

B. Is there employment on the VA payroll?   ○ Yes ● No

C. Are you requesting ACH funding?   ○ Yes ● No   Comments:

D. Is this a department transfer?   ○ Yes ● No   If Yes: Current Department? Select One   SAP #:

2. What is the anticipated work location? Check all which apply.

☐ ACH   ☐ UAMS   ☐ VA   Other:

3. Will the candidate replace an existing faculty member?

○ Yes   Name of vacating faculty member:
    Anticipated Termination Date:
    Salary line of vacating faculty member:

● No   This is a new salary line.

CREATING A NEW POSITION

Once you've put in all the information for the position, then be sure to click "**Save & Upload**" at the bottom.

10. Would you like to post this position on UAMS employment website?

◉ Yes

○ No

11. Will this position have an ICE SL attribution?

	If Yes, Select Which Service Line:	Which Org Unit:
○ Yes	Select One ▾	
◉ No		

12. Special Comment for HR:

Special HR Comment that would be printed on the email sent to HR.

(Before uploading documents, please click the "Save Position" button.)

Save & Upload Doc. | Submit Position | Cancel

** Please note, **if you are requesting an advanced rank** for this position, you will need to obtain 3 letters of recommendation from outside of UAMS that have not been involved in candidate's training or have been the candidate's employer. Letters from inside UAMS are acceptable for candidates on the Clinical Attending pathway only. You will also need a letter to P & T from the department chair

3

CREATING A NEW POSITION

After clicking Save & Upload the screen below will display for you to review all position information.
Click "**Edit**" to change position info or click "**Submit Position**" for approval.

DETAILED POSITION VIEW [View Log]   Status: JFR Saved

Position Information (JFR19-423-0004)			Withdraw	Delete	Edit
Department:	Psychiatry	Intended Pathway:	Clinical Educator -- Tenure Track		
Sub-Department:	Adult Clinic	Requested Rank	Assistant Professor		
JFR Form:	View as Web Page	Description:	This is ONLY a TEST		
Position Type:	Clinical	Anticipated Start Date:	2019-01-24		
Clinical Assignment	UAMS: Inpatient ACH: No	Is this a replacement of a budgeted position?	No		
Service Line Attribution:	Behavioral Health	Vacating Faculty:			
Anticipated FTE Assignment:	ACH COM ICE VA Other 0.00 50.00 50.00 0.00 0.00				

Position Documents Listing					Upload
Document Title	**Document Type**	**Upload Date**	**Last Modified**	**Uploaded By**	

Update Org Unit #

Org Unit #: 50000427

Update Org

ANSWER QUESTION / ADD NOTE

* Use this form to add notes regarding this position

Notes

ADD NOTE   Submit Position

CREATING A NEW POSITION

Once the position has been submitted be sure to upload the appropriate documentation for the position.

***The documents required to approve a new position consists of the following:

1. Financial Business Plan
(This templates can be found in the Useful Links titled Financial Business Plan Template - - JFR)

Additional nonessential documents
   1. Staffing Support Letters
   2. Hospital Data
   3. Staffing Support Letter
   4. Research Support Letter
   5. Space Support Letter

Below is a screen shot of the section that allows you to review, upload, and remove documents.

Documents Listing				Recreate Letter Upload
Upload Document Form				
File:	Browse... No file selected.			
Type:	Appointment Approved By Dean ▼			
Upload				Hide
Document Title	**Document Type**	**Upload Date**	**Last Modified**	
☑ Adjunct Appointment Request Letter Edit	Voluntary Appointment Request Letter	March 3, 2016	March 03 2016 15:49:06	🗑

DO NOT forget to click the "Submit" button to send this appointment action to go through the approval process.

Notes [   ]

Answer   Add Note   Submit

CREATING A NEW POSITION

Be sure to select the appropriate document type as you individually upload the files into the JFR request.

Position Documents Listing					Upload
Upload Document Form					

File: [Browse...] No file selected.
Type: [Commitment Support Letter/Email ▼]

Commitment Support Letter/Email
Financial Business Plan
Hospital Data
Research Support Letter
Space Support Letter
Staffing Support Letter

Document Title				**Upload Date**	**Last Modified**	**Uploaded By**

Update Org Unit #

Unit #: 50000427
[Update Org]

ANSWER QUESTION / ADD NOTE
* Use this form to add notes regarding this position

Notes [   ]

[ADD NOTE]

Once all of the documentation has been uploaded click the "submit" button for the request to go through the approval process.

Position Information (JFR19-423-0004)					[Withdraw] [Delete] [Edit]
Department:	Psychiatry		**Intended Pathway:**	Clinical Educator -- Tenure Track	
Sub-Department:	Adult Clinic		**Requested Rank**	Assistant Professor	
JFR Form:	View as Web Page		**Description:**	This is ONLY a TEST	
Position Type:	Clinical		**Anticipated Start Date:**	2019-01-24	
Clinical Assignment	UAMS: Inpatient ACH: No		**Is this a replacement of a budgeted position?**	No	
Service Line Attribution:	Behavioral Health		**Vacating Faculty:**		
Anticipated FTE Assignment:	ACH COM ICE VA Other 0.00 50.00 50.00 0.00 0.00				

Position Documents Listing					Upload
Document Title	**Document Type**	**Upload Date**	**Last Modified**	**Uploaded By**	
📄 Research Support Letter.pdf	Research Support Letter	January 24 2019	January 24 2019 10:12:57	Kierion Stephens	🗑
📄 1.24.2019 Financial Business Plan.xlsm	Financial Business Plan	January 24 2019	January 24 2019 10:12:03	Kierion Stephens	

Update Org Unit #

Org Unit #: 50000427
[Update Org]

ANSWER QUESTION / ADD NOTE
* Use this form to add notes regarding this position

Notes [   ]

[ADD NOTE] [Submit Position]

NEW POSITION APPROVAL PROCESS

Once you have submitted the appropriate info for the new position it goes through the approval process. The complete workflow and the parties responsible for approving each step is of position information listed below:

Workflow		**Responsible Party**
Save	-	Dept. Admin (You)
Submit	-	Dept. Admin (You)
Leadership Review	-	COM CFO
		COM COO
		ICE COO
		ICE CFO
		ICE CCO
Pending Committee Review	-	Dean's Office

Position Approved

QUESTIONS?
CONTACT US!

If you have any questions at this point about position, please contact the Faculty Affairs Office at (501)526-5090 or the Dean's Office.

NOW that your position is APROVED.
The NEXT STEP is to

*** ADD YOUR CANDIDATE. ***

SEE THE FOLLOWING PAGES

ADDING A CANDIDATE

Click "**Add Candidate**" to being inputting candidate information.

DETAILED POSITION VIEW [View Log]   Status: JFR Approved

Position Information (JFR19-423-0004)							Withdraw	Delete	Edit
Department:	Psychiatry		**Intended Pathway:**	Clinical Educator -- Tenure Track					
Sub-Department:	Adult Clinic		**Requested Rank**	Assistant Professor					
JFR Form:	View as Web Page		**Description:**	This is ONLY a TEST					
Position Type:	Clinical		**Anticipated Start Date:**	2019-01-24					
Clinical Assignment	UAMS: Inpatient ACH: No		**Is this a replacement of a budgeted position?**	No					
Service Line Attribution:	Behavioral Health		**Vacating Faculty:**						
Anticipated FTE Assignment:	ACH COM ICE VA Other 0.00 50.00 50.00 0.00 0.00								

VALIDATION OF DATA	COM CFO	COM COO	ICE COO	ICE CFO	ICE CCO	Total	Notes
Assignment validation	Yes	-	-	-	Yes	✓	
Contract/grant/foundation revenue validation	No	-	-	Yes	-	Incomplete	
Clinical wRVU, professional and technical revenue validation	Yes	-	-	Yes	-	✓	
Compensation analysis validation (equity & comp totals)	-	Yes	-	-	-	✓	
Staffing analysis review	-	-	Yes	-	-	✓	
Space and capacity analysis review	-	-	Yes	-	-	✓	
SCORECARD							
1 Capacity withinexpense budget?	Yes	-	-	Yes	-	1	
2 Group Production > 110% of Target?	NA	-	-	NA	-	1	
3 Positive ROI and Market Analysis?	NA	-	-	NA	-	1	
4 High strategic prioritization?	-	No	-	-	Yes	0	

Candidate Information					Add Candidate
No candidate added yet.					
Change Active Candidate To:		There are no additional candidates available.			

8

ADDING A CANDIDATE

Now the "**Enter New Candidate Info**" page will show up (see below) and you will need to fill out all the required information for your Candidate.

Enter New Candidate Information

Personal Information			
Candidate Title:	Dr.		
Candidate Name:	M.D. (First, Middle, Last Name)		
	Please fill the name in CORRECT format, the system will not process the name with the default format any more.		
Department:	Department of Psychiatry	**Division:**	Adult Clinic
Date of Birth		**SSN:**	
Gender:	⦿ Male ○ Female	**Spouse's Name:**	
Address		**City**	
State	Arkansas ▾ **Zip Code:**	**Country**	USA
Phone		**Email**	
Board Certified?	○ Yes ⦿ No	**Patient Care?**	○ Yes ⦿ No
Do you anticipate this candidate having an educational license?	○ Yes ⦿ No	**Any Comment for the education license:**	
ACH Campus?	○ Yes ⦿ No	**Immigration Status (Pending Visa?)**	○ Yes ⦿ No
Will practice in OR, IR, Endoscopy, cath lab?	○ Yes ⦿ No		

Then click "Add Candidate" at the bottom of the screen.

Is a Candidate? (If no, saved as an applicant)   ⦿ Yes ○ No

Add Candidate   Cancel

Back to Position

ADDING A CANDIDATE

Once you've added the candidate please follow the Action items in the Green Action Box.

You will need to upload the following:
1. Candidate CV
2. Offer Letter
   (be advised a template will be available in the document section of the JFR for you to edit)
3. Commitment Support Letter/Email (if necessary)

Once documents are uploaded…click "**Submit**".

DETAILED POSITION VIEW [View Log]   Status: JFR Approved

Action(s):

Submit Offer to Dean
Required Documents:
- CV
- Offer Letter
- Commitment Support Letter/Email (If the offer reference any commitment from anyone outside of your department)
1. Click here to generate the offer letter (if one is not already generated) or upload one below;
2. Edit the generated *offer letter* below;
Does this offer letter reference any commitment from anyone outside of your department?
○ Yes ○ No If yes, please upload the 'Commitment Support Letter/Email'

3. [Submit Offer]

ADDING A CANDIDATE

Please be advise once the offer letter is approved by the Dean's office and the candidate accepts the offer you will need to log back into the system and:

1. Upload the Candidate's Acceptance Letter (this is the signed copy of the offer letter)
2. Then click "**Accepted**" at the bottom of the JFR (see screenshot below)

If the candidate reject you need to:

1. Click "**Rejected**" at the bottom of the JFR (see screenshot below)
2. Upload counter offer for approval
   …..or…..
3. Add a new candidate

This will be located in the Approval Form at the bottom of the JFR.

CANDIDATE APPROVAL PROCESS

Once you have submitted your offer letter it will go through the approval process. The complete workflow and the parties responsible for approving each step for offer letters is listed below:

Workflow		Responsible Party
Submit Offer	-	Dept. Admin (You)
Offer Pending Faculty Affairs	-	Faculty Center
Offer Pending Dean Approval	-	Dean's Office
Offer Pending Candidate Acceptance	-	Dept. Admin (You)

Offer Approved

QUESTIONS?
CONTACT US!

If you have any questions at this point about offer letter, please contact the Faculty Affairs Office at (501)526-5090 or the Dean's Office.

Now that your **OFFER** is **APROVED**.
The NEXT STEP is to

*** SUBMIT YOUR APPOINTMENT LETTER ***

SEE THE FOLLOWING PAGES

SUBMITTING APPOINTMENT

Once you have clicked that the candidate has accepted the offer another green action box will show up.

All you have to do now is click the "Submit App. Letter" button and the appointment will go through the approval process to be finalized.

Workflow		Responsible Party
Submit Appointment Letter	-	Dept. Admin (You)
Appointment Submitted	-	Faculty Center
Appointment Pending VC Approval	-	VC's Office

!!!!!! **JFR COMPLETE** !!!!!

QUESTIONS?
CONTACT US!

If you have any questions at this point about appointment letter, please contact the Faculty Affairs Office at (501)526-5090 or the Dean's Office.