What is FROG?
FROG, the Faculty Recruitment and On-boarding Guide, is a web-based system developed to track faculty recruitment requests and to address the on-boarding needs for new teaching/research, clinical, and administrative/professional faculty.

Why was FROG developed?
The goals of the system are to track, report and automate SOM’s faculty recruitment and on-boarding processes wherever possible. (The faculty recruitment workflow remains the same.)

Who has access to FROG?
Other than new faculty, all SOM departments, Office of Faculty Affairs (OFA), Dean’s Office, MCVP staff, VCUHS Credentialing Office, and other staff who request access will be able to use this system at any time. The access can be limited.

How do I add a new faculty (including MCVP only) position?
To add a new position, go to the Position Details page in the system. Click on the Add New link located beside the Position dropdown. Upon clicking the Add New link, the system will clear all fields and open the Recruitment Details for the new position. You will not be able to reuse the same position number if it already exists in the recruitment list. In order to reuse the same position number from the recruitment list, use the Recycle link located beside the Add New link. Besides some required fields, attaching a position description and advertisement documents are also requirements for adding or recycling a faculty position number.

How do I recycle a position number?
To recycle an existing position number in the recruitment list, use the Recycle link located beside the Position dropdown. Upon clicking the Recycle link, the system will archive all position related information and clear all fields for you to reenter the information.

When should I use Add New vs. Recycle option?
The department may choose to recycle faculty position numbers. Only those position numbers in the recruitment list will be available to recycle. The department may also choose to contact VCU HR and request a new faculty position number. (The faculty position numbers have no direct link to funding and using existing position numbers in FROG does not guarantee approval to recruit.)

What is the Recruitment Status?
The Recruitment Status is the critical tracking mechanism used in FROG and must be updated by the department and by the OFA. The goal is to provide up-to-date information regarding “where we are” with the recruitment and on-boarding process for any faculty position. As the recruitment progresses through the stages that were tracked using the old recruitment update reports, the department will update the Recruitment Status. (The OFA will also update the Recruitment Status and the system will automatically update some statuses.) As requests are created and moved through the entire process, the department will update the Recruitment Status prior to forwarding documents. Each month, the
OFA will send an email notification to check and update the status of each position several days prior to the monthly meetings. If the open positions are updated regularly, then the monthly updating will be minimal.

**Who begins the recruitment process and how does it flow?**

The department will initiate the recruitment process in FROG. The department will enter required recruitment details by using Add New or Recycle options in the system. After successfully adding a new position, the system will have a pending action called “Request to Recruit forwarded to OFA” (or it may read to MCVP depending on the type of position). You will enter the position prior to forwarding the paperwork. Submitting this action will update the recruitment status for you and will alert the OFA. The processing flow will not change. New benefit from FROG is that the OFA will update the Recruitment Status when the Request to Recruit is approved and forwarded to the VP’s Office and OFA will update it again to reflect the approval from the VP and its return to the department. The department will be responsible for updating Recruitment status by submitting various actions from Posting vacancy, Receiving applications, Interviewing candidates, Top candidate selected, Search forwarded to OFA plus others.

**If I have a top candidate, how do I indicate that?**

If you have a top candidate, the Dean wants the name and some details. This does not obligate the department. It does provide up-to-date information on the status of the recruitment. In the Recruitment Status, select the A top candidate has been selected. In the Search Process and Appointments Details section, enter the Tenure Status, Faculty Name, Academic Rank, Faculty Email, and (potential) Job Start Date and hit the SAVE button after this section. Use the Comments box for additional names and other important details.

**When and how should I send the VCU contract and/or official offer email to the new faculty?**

System will not permit you to send any email using FROG until the search is approved by the Dean and VP (VP is not required for MCVP only positions). When the search is approved by the Dean and VP, the system activates a link Send Contract(s) and/or Offer link beside the Position dropdown. Before you click this link, make sure you enter all required Search Process and Appointment Details. You have an option to attach Offer letter, VCU Contract and/or the MCVP Agreement in the system. You may also allow faculty to see these documents when the email is sent to him. Check the boxes that read Need to Send VCU Contract and/or Need to Send MCVP Agreement. (By default, if an Offer is also attached in the system, then FROG will send that also.) When ready, click the Contract(s) and/or Offer link. FROG sends an email notification to the new faculty with a link to fill out a Profile. The profile link will only be valid for 10 days for security reasons. The Recruitment Status will change to Offer Sent (even if it is just the VCU contract.)

**What is captured in the faculty profile form?**

We are capturing very basic information that includes, contact information, date of birth, SSN (optional), professional headshot (optional), citizenship info (yes/no), extramural fund info (yes/no), and comments. If he/she does not forward the SSN, then you will need to contact them because this
information is still required by the VCU Banner Express Hire. (Some individuals prefer to provide SSN via telephone.)

**How do I know when faculty member accepts or rejects the offer?**
FROG will send you an email notification when faculty member accepts or rejects the contract and/or offer.

**What happens and what do I do when faculty member accepts the offer?**
When faculty member accepts the offer, you will be notified. You will be able to see the new faculty information using Faculty Profile report. You will have to start the Express Hire process in Banner. Your and faculty checklist will become active. Research questionnaire and Performance plan forms will become active.

**What happens and what do I do when faculty member rejects the offer?**
When faculty member rejects the offer, you will be notified. You will be able to see the faculty information using the Faculty Profile report. The workflow in the system will allow you to go back to the interviewing candidates’ status if you want. You will also be able to close this recruitment with no hire option.

**When should I update recruitment status?**
Department administration should update the recruitment status as the recruitment progress is made in real life. Keep in mind that the entire recruitment process in FROG is workflow driven. You will not get a next option until you submit or complete the current option. Some of the Recruitment Status changes will be generated automatically by the system and others will be chosen (clicked) by the department or OFA.

**How do I update recruitment status?**
We believe that figuring out the correct recruitment status could be very confusing, challenging, and erroneous. To simplify this, we came up with the workflow design. Department administration will have to just focus on completing their actions in the system which in turn will keep updating the recruitment status.

**How do I indicate “No Recent Activity” in the recruitment process?**
There is an option called “No Recent Applications or Recruitment Activity” in the system that allows department administration to indicate that there is no recent activity with the recruitment process. Unchecking this box brings the recruitment status back to where it was before applying this option.

**How do I add a new department specific on-boarding checklist item?**
The FROG system framework is expandable. It allows department administration to add-on to the generic list provided by Office of Faculty Affairs. Use Checklist Maintenance admin tool to create a new department specific checklist item that will only be visible to your department staff and faculty. When
you create a new checklist item remember to setup security and options using Checklist Security Maintenance and Checklist Options Maintenance tools.

**How do I edit existing generic on-boarding checklist item?**
With help of the FROG committee, the Office of Faculty Affairs has developed a comprehensive list of checklist items that tries to cover the needs of all different position and department types. However, department administration can always contact the Office of Faculty Affairs staffs to edit any existing checklist item.

**How do I add/remove a department user?**
Department administrator will be able to add new or remove existing users using User Maintenance admin tool.

**How should I monitor faculty’s on-boarding checklist?**
Use Faculty Checklist Update report to see overall progress of the on-boarding process for a selected position.

**How should I monitor or view faculty’s research questionnaire responses?**
Use Faculty Research Questionnaire report to view or print the research questionnaire responses for a selected position.

**Whom should I contact for any research questionnaire related questions?**
For all research questionnaires related questions please contact the Office of Research Administration unit in the Dean’s Office.

**Which action causes system to send automatic email notifications?**
- When Office of Faculty Affairs returns Request to recruit approval back to the department, an email notification is sent to department administrator.
- When Office of Faculty Affairs returns Request to Hire approval back to the department, an email notification is sent to department administrator.
- When department clicks Send Contract(s) and/or Offer link, an email notification is sent to the new faculty.
- When faculty accepts or rejects the offer, an email notification is sent to the department administrator, Office of Faculty Affairs, MCVP HR (only when offer is accepted), MCVP Recruiting.
- When system captures VCU eID and V#, a “Welcome” notification email is sent to the faculty and department.
- When faculty submits research questionnaire, an email notification is sent to department administrator and Office of Research Administration.

**How will the departments receive questions/comments about their positions?**
The OFA will utilize the Position Tweets tab to post questions and comments. Check this tab.

**Where are the FAQ's and other documentation?**
The OFA web site has a Quick Link to the Faculty Recruitment and On-Boarding Guide. The web site includes a FROG User Guides.