

# Background Checks for Faculty and Staff

**Date**

8/20

**Item**

F.45

## **Before Hiring**

Applicants for employment are subject to screening requirements that include criminal background and sex offender registry checks, as well as references. Search committees and hiring managers, in coordination with Human Resources Employment staff members, must ensure that these screening processes are conducted prior to hiring full-time and part-time employees. These requirements do not apply to student worker positions and may not fully apply to temporary, non-benefits eligible, non-faculty positions except for child-access positions as described below. In rare circumstances the Executive Director of Human Resources, in consultation with the President, may make an offer of employment contingent upon completion of satisfactory background check results. Satisfactory background check results must be received prior to start date.

## **During Employment for Child-Access Positions**

Faculty and staff members in any position identified by the University as working with or having access to children, whether regularly or intermittently, will be subject to periodic sex offender registry checks during employment. For purposes of this policy, a child is anyone under 18 years of age who is not an admitted college or university student.

## **Evaluation of Convictions and Non-Discrimination**

The existence of a conviction does not automatically disqualify an individual from employment, continued employment, or volunteer activities. In evaluating convictions, factors the University will consider include, but are not limited to: the nature and seriousness of the offense, the length of time since the conviction, and the nature of the position (or volunteer assignment) applied for or held. Information about convictions will not be used to discriminate.

## **Compliance with the Fair Credit Reporting Act**

When third-party services are used for background checks, the University will comply with all requirements of the Fair Credit Reporting Act.