

Background Checks for Faculty and Staff

Date

7/22

Item

F.46

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 or graduate assistant positions and may not fully apply to temporary, non-benefits eligible, non-faculty positions. Offers of employment may be made contingent upon completion of satisfactory background check results. Satisfactory background check results must be received prior to start date. In rare situations the Executive Director of Human Resources in consultation with the Provost or Vice President may allow a new hire to start prior to receipt of successful background check results.

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

The University will comply with all requirements of the Fair Credit Reporting Act.