

Background Check Process for Faculty (R03) Appointments

Background: Effective August 3, 2015, the Chancellor's Office mandated all **new** faculty, faculty who've had a **break in service of more than 12 months**, faculty performing **work distinctly** different than their **current job** OR **faculty** who will be **working with minors** or are in a "**sensitive position**" are subject to a Background check which includes at the minimum; criminal history check, 10 year work experience, employment verification, and reference checks.

Process to Initiate Background Check:

Departments must include the signed and completed Reference **Certification and Funding Information Form** (attached) along with the completed Faculty Application and all other normally required paperwork for new employees (letter of intent, CV, 3 references, transcripts, etc.) At time of sign-in, FA will provide the employee with the Live Scan form and direct them to initiate through UPD. FA will also inform the employee that Accurate Background (3rd party vendor) will contact them via email for information related to the remaining background checks. It will be helpful for you to inform your new faculty of the process prior to signing hiring paperwork.

Clearing Faculty for Employment:

Upon receipt of clearance from both UPD and Accurate Background, FA will notify department chair that individual has been cleared for employment. Any adverse actions reported during this process will be communicated to VP Shimek who will then notify respective Dean/Department Chair.

Cost:

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| ○ University Police Department – Live Scan | \$74.00 |
| ○ Accurate Background | \$22.25 |
| ○ Education Verification | |
| ○ Employment Verification-10 yrs | |

Total Cost: \$96.25

Additional costs if other services required for position

Things to know:

Background checks costs are incurred by the hiring department, dean's office or other as specified. Be sure to have this information confirmed prior to hire so the proper account or fund is identified on the Reference Certification and Funding Information Form. Hire will not be processed without this information.

Teaching Associates, Graduate Assistants and Instructional Student Assistants are not required to submit to background check unless the work they are working with minors or work fits the description of a sensitive position.

New Verbiage on Position Announcements:

A background check (which includes checks of employment records, education records, criminal records, civil records; and *may* include motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

New Verbiage on Appointment Letters:

This appointment is contingent upon successful completion of the background check, and may be rescinded if the background check reveals disqualifying information and/or it is discovered that the candidate knowingly withheld or falsified information.

Exceptions:

Teaching faculty *may* be allowed to begin teaching prior to the completion of all background checks, but this will only be in emergency situations such as a unexpected resignation, etc.

Questions about the process can be directed to the Office of Faculty Affairs at (209) 667-3392.