
SELF-DISCLOSURE OF CRIMINAL CONVICTIONS AND BACKGROUND CHECKS (POLICY 4.15) - A SUMMARY

1. Background Checks – Effective April 1, 2011

Background checks are required for:

- All internal and external candidates for regular faculty and staff positions
- Auxiliary faculty; visiting scholars; and temporary, term, seasonal and intermittent appointments (excluding graduate associate and undergraduate student appointments)
- Temporary staff provided by third-party staffing vendors unless the third party staffing vendor has conducted its own background check that complies with university requirements
- Employees with any break in service and returning to a position that requires background checks
- Auxiliary faculty that have a break in service of more than 12 months

The types of required background checks are:

- Social Security Number Trace (SSN) Trace
- Criminal Records (County and State Criminal Felony & Misdemeanor, National Criminal Database, Federal Criminal)
- National Sexual Offender Registry Search
- Some positions may require additional background checks

If negative information is revealed, it will be assessed in accordance with the [Minimum Standards for Conducting Background Checks](#) to determine whether the negative information will disqualify a final candidate from employment.

2. Self Disclosure of Criminal Convictions – Effective July 1, 2011

The self disclosing post-employment criminal convictions section requires that:

- Current faculty, staff, graduate associates and student employees, appointees, volunteers, and staff provided by third-party staffing vendors must disclose criminal convictions incurred on or after July 1, 2011
- Convictions must be reported within three business days of the conviction
- Convictions must be reported to their senior human resources professional or OHR Employment Law and Compliance Manager
- Auxiliary faculty with a break in service of less than 12 months must report any convictions within three business days of returning to university employment

Failure to disclose criminal convictions will result in one of the consequences:

- Staff that fail to disclose criminal convictions, fail to provide accurate details regarding criminal convictions, and/or fail to cooperate in the background check process will be subject to corrective action up to and including termination
- Faculty that fail to disclose criminal convictions or fail to provide accurate details regarding criminal convictions will be subject to university rule 3335-5-04
- Graduate associates, student employees, and volunteers that fail to disclose criminal convictions or fail to provide accurate details regarding criminal convictions will be subject to corrective action, up to and including termination

The process to determine suitability for continued employment will be determined as follows:

- The Office of Human Resources Employment Law and Compliance Manager and the unit senior human resources professional will work together to review and analyze post-employment criminal convictions disclosed by current employees and to determine next steps
- Background check will be conducted on the employee and the information will be assessed to determine suitability for continued employment in the current role and/or at the university.

The Self Disclosure of Criminal Convictions and Background Check Policy 4.15 can be read in its entirety by clicking [here](#).