

# BACKGROUND CHECK POLICY GUIDE SHEET

	Tenure-Track	Lecturers	Adjuncts Volunteers Special Consultants	TAs GAs	ISAs	<u>Non-Academic:</u> FWS SAs
<b>Background Check Needed?</b>	<b>YES</b> ; only after conditional offer of employment is made. Background Checks do not apply to foreign hires who will go through the visa-related background check process.	<b>YES</b> ; If new or a break in service of 12 months or more	<b>MAYBE</b> ; If they will have unsupervised contact with minors and/or driving – contact Dean’s Office or HR to determine if they are involved in “sensitive” business.	<b>NO</b> ; academic student employees are not required to undergo background check.	<b>NO</b> ; academic student employees are not required to undergo background check.	<b>MAYBE</b> ; if hiring unit has a need for a student to perform “sensitive” duties – contact Dean’s Office or HR for detailed instructions.
<b>“Sensitive Positions”:</b> Positions that entail 1) contact with minors (under 18 years of age), 2) access to protected personal information, or 3) managerial financial responsibility.						
<b>Limited Exceptions:</b> Faculty Advancement may authorize academic employees to begin work before the completion of a background check if university operations (including the ability to offer a class to students) would be negatively impacted by delay. Contact the Dean’s Office <b>IMMEDIATELY</b> if contingent offers have been made within <b>TWO (2) WEEKS</b> prior to or after the beginning of the semester.						
<b>Step 1: Offer</b>	The Dean’s Office or designee may email final candidate with conditional offer of employment and initiate background check. See “ <a href="#">Sample Tenured / Probationary Faculty Contingent Offer Email Template</a> ”. ***	Initial offer <b>CAN</b> be made over the phone, <b>BUT</b> a contingent offer <b>MUST</b> be made in writing (via email). See “ <a href="#">Sample Temporary Faculty Contingent Offer Email Template</a> ”. ***	Initial offer <b>CAN</b> be made over the phone, <b>BUT</b> a contingent offer <b>MUST</b> be made in writing (via email). See “ <a href="#">Sample Temporary Faculty Contingent Offer Email Template</a> ”. ***	No Background Check. To initiate pre-boarding/sign-in process, see “ <a href="#">Sample TA or GA Appointment Email Template</a> ”. ***	No Background Check. See “ <a href="#">Sample ISA Appointment Letter Template</a> ” (directly to student; do not email to HR).	Complete SEA Form and route to HR (via EchoSign). If any box is checked under “Sensitive Positions” a Background Check will be initiated.
<b>Step 2: Screening</b>	Background checks require: 1) Employment Verification; 2) Education Verification; 3) Reference Checks; 4) Criminal Records Checks					
	Background Check Provider (BCP) will verify Employment and Criminal Records. Letters of Reference accepted in lieu of Reference Check.	Background Check Provider (BCP) will conduct <b>ALL</b> aspects of background check requirements.	To Be Determined – Dean’s Office or HR	Not Applicable	Not Applicable	If applicable, BCP will verify Criminal Records. Hiring unit will verify Employment and References. Education Verification completed through Admissions process.
<b>Step 3: Clearance or Disqualification</b>	Results expected in 1 to 7 business days. If cleared, HR will contact HR liaison and hiring unit administrator. If disqualified, HR will contact Faculty Advancement for final determination. Prospective employee may appeal.			Not applicable	Not Applicable	If applicable, results will be rendered by HR.
<b>Step 4: Completion of Hire</b>	No Change	STCs shall include the following language: <i>May be contingent upon successful completion of a background check.</i>	No Change	No Change	No Change	No Change

**The Center for Human Resources shall serve as custodian of all background check related records. Background check related materials SHALL NOT be stored in an applicant or employee personnel file.**

**\*All required forms can be found at [hr.sdsu.edu](http://hr.sdsu.edu) or [fa.sdsu.edu](mailto:fa.sdsu.edu)**

**\*\*Please email to: [contingentoffer@mail.sdsu.edu](mailto:contingentoffer@mail.sdsu.edu)**