

## **IUPUI Procedure for Conducting Background Checks for Academic Candidates**

This policy applies to Indiana University full-time and part-time academic candidates for academic appointment at IUPUI. .

**Purpose:** IUPUI is committed to selecting and hiring the most capable faculty in order to pursue its strategic goals of excellence in teaching, learning, research, scholarship, creative activity and service to the community. Further, a law of the State of Indiana requires that we conduct a background check of all new employees regarding criminal activity as well as sex and violent offender convictions. This procedure details the steps that will be pursued to solicit and acquire background information on candidates for full-time and part-time positions at IUPUI.

**Procedure:** As a condition of employment, IUPUI has established a two-step background check process. The first step involves having the final group of candidates complete a self-disclosure questionnaire, and occurs when information on the final group of applicants is being considered. Without a completed self-disclosure questionnaire, the applicant's file will not be processed and may be withdrawn. The second step in the background check process occurs when a conditional offer for the position is extended to an individual. At this stage, the applicant will be required to sign a consent form for the background check, and provide specific personal information, such as date of birth and social security number. This information will be provided to a firm under contract with the IUPUI campus to conduct a criminal history check and sex and violent offender registry check.

The university reserves the right to withdraw or rescind any offer of employment (including the conditional offer of employment) based on failure to fully and truthfully disclose information or, if in the judgment of the university, information developed in the course of the background check so warrants. A criminal conviction will not necessarily disqualify the applicant from consideration. However, if an applicant fails to fully and truthfully disclose information, then the university will have the right to immediately deny or terminate employment.

A criminal history check is required for all full-time and part-time academic appointees, including Student Academic Appointees. The search and screen process for candidates for academic appointments which carry the titles of Department Chair or higher will require an additional credit history check and verification of state tax payment.

The policies and processes for criminal history checks for all staff, including full-time, part-time and student academic, will be handled at the campus level, by the Human Resources Office and by the office of the Dean of the Faculties. This will include work study students and scholarship students who work with vulnerable populations.

**Acknowledged Convictions:** If acknowledged convictions are confirmed, the candidate for an academic appointment may be informed and given the opportunity to discuss the results of the criminal history check. The Dean of the Faculties and the hiring department or school will jointly evaluate any conviction, including any additional information solicited from the candidate, before the offer of employment is confirmed. The existence of a conviction will not automatically disqualify a candidate from employment. Any decision to accept or reject a candidate with a conviction is solely at the discretion of Indiana University.

**Costs of Background Check:** The employing department or school will be responsible for the fees for the criminal history check, sex and violent offender registry check and credit and tax payment checks.

**Current Employees:** Consistent with the statement on its application for employment and in offer letters, Indiana University may conduct a criminal history check on any current academic appointee. If the university becomes aware that any current academic appointee has not been truthful about criminal convictions during the recruitment process, the academic appointee will be subject to disciplinary action up to and including termination for misconduct.

**Previous Criminal History Checks:** If Indiana University has performed a criminal history check on an academic appointee within the past year, a new check will not be required. The results of the previously performed criminal history check will be considered for any pending decision on academic appointments.

**Future Employment:** Academic appointees who have been terminated or who have had an offer of employment withdrawn under the provisions of this procedure are not eligible for future employment with Indiana University.

**Valid Driver's License:** A Motor Vehicle Records check will also be required of all academic appointees who drive a motor vehicle as part of their Indiana University position. The results of the check will be considered in employment decisions as described above.

**Education, Employment and Licensure Checking:** These checks will be the responsibility of the hiring dean, department chair or chair of the search committee.