

Background Check Policy Changes  
Effective August 3, 2015

	Newly Hired Faculty		Newly Hired Staff/ Administrators		Existing Faculty and Staff Moving Into Sensitive Positions	Students (Sensitive Positions Only)		Volunteers (Sensitive Positions Only)		Consultants & Independent Contractors (Sensitive Positions Only)	
	Current	New	Current	New	New	Current	New	Current	New	Current	New
Required background checks											
• Employment Verification	N/A	NR	NR	NR	NR	N/A	NR	N/A	NR	N/A	NR
• Education Verification	CR	NC	CR	NC	NR	N/A	NR	N/A	NR	N/A	NR
• Reference Checks	CR	NC	CR	NC	NR	N/A	NR	N/A	NR	N/A	NR
• Criminal Check	N/A	NR	CR	NC	NR	N/A	NR	N/A	NR	N/A	NR

The campus will initiate background checks on final candidate(s) before making an offer of employment. The offer of employment must clearly state that the appointment is contingent upon successful completion of the background check, and may be rescinded if the background check reveals disqualifying information and/or it is discovered that the candidate knowingly withheld or falsified information. All background checks must be completed before an appointment is finalized and the candidate, including one who is a current employee, begins work in the new position.

**Exceptions to the above requirements:** Faculty joining the Faculty Early Retirement Program (FERP) and employee re-appointed to the same class & campus within 12 months (where a background check was successfully administrated with 12 month) are not subject to a background check. Faculty members may begin to work prior to completion of the background check when it would not otherwise be possible to offer a class to students.

**Sensitive positions** are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, or property, or heightened risk of financial loss. It is considered a sensitive position if they access to: SSN, employment data, specialized equipment, contact with minors, student records, cash, master keys, health records, pharmaceuticals, vehicles, specialized machinery, hazardous materials, or other sensitive data.

Faculty includes lecturers (PT/FT), T/TT, AR counselors, faculty librarians and teaching associates.  
Students include instructional student assistants, graduate assistants and student assistants.

CR = Currently Required  
NR = New Requirement  
NC = No Change  
N/A = Not Required