

Provost, or designee, for a faculty position. The Human Resources Office will then be responsible for obtaining the FCRA background check information.

C. Results of Background Check

1. *Non-FCRA Background Check Information*

An applicant may, at the sole discretion of the University, be notified about unfavorable information obtained in connection with the non-FCRA background check and be provided an opportunity to explain. Such unfavorable information may, to the extent that it is considered by the appropriate University officials to be job-related and consistent with business necessity, eliminate the candidate from further consideration. The same process may be followed regarding information provided by the applicant that is discovered, as the result of a non-FCRA background check, to be incomplete, inaccurate, or untruthful.

2. *FCRA Background Check Information*

The FCRA background check must be completed with satisfactory results before a new employee begins work, except under special circumstances approved by the appropriate vice president.

FCRA background check information will be received by, or forwarded to, Human Resources. It will subsequently be shared with the responsible reviewing officials.

The results of a FCRA background check will be utilized in accordance with the following guidelines:

- a. *Satisfactory FCRA Background Check.* If the FCRA background check is satisfactory, the individual will be approved and cleared to begin work.
- b. *Unsatisfactory FCRA Background Check.*

If a FCRA background check contains information unfavorable to the applicant, the University will, before taking adverse action, and to the extent required by the FCRA, provide the applicant a copy of the report from which the information was derived and a written
-adverse action

A criminal conviction that is disclosed in a *criminal background*

check will be handled as follows:

- The conviction will only be considered in the selection decision to the extent that it is job-related and consistent with business necessity.

-

Review

The Human Resources Office is responsible for the review of this policy every five years (or whenever circumstances require).

Approval



Chief University Counsel



Senior Vice President for Finance and Administration



Associate Vice President for Human Resources

APPROVED:



President