

**Indiana University-Bloomington**  
**Administrative Practice for Background Checks for Academic Appointees**

(Pending the passing of a UFC policy in response to State Law)

**Purpose:** It is the goal of Indiana University to provide a safe and secure environment in which to fulfill its academic mission of teaching, research, and service. The purpose of conducting a background check is to ascertain within legal and professional limits the qualifications and suitability of a candidate to be employed in the position for which the candidate is applying.

**Interim Policy:** As a condition of employment, Indiana University requires a background check to determine or verify background information; including criminal history for all newly hired full-time permanent academic appointees. This is to ensure that individuals who join the University are well qualified, have a strong potential to be productive and successful, and have honestly presented their background and qualifications as outlined on their application for employment.

Having a criminal history or criminal conviction does not necessarily preclude employment. The nature of the offense and its relevance to the particular job are considered on a case-by-case basis. Considerations include the nature of the position involved and the implications for the general safety and security of the students and the campus community. The Vice Chancellor or her designee consults with the Legal Counsel and the President of the BFC or his/her designee, to evaluate the relevance of any negative findings including the legal liability for the institution. Any decision to accept or reject an individual with a conviction is solely at the discretion of the university and will be based on the severity and relevance to the position for which an individual is to be offered. This procedure assures confidentiality of any negative information reported to the University by Hire Right.

All criminal background checks for full-time permanent academic appointees will be initiated by the Office of Academic Personnel Policies and Services who will coordinate the disposition of the reports.

- Guidelines:**
1. Hiring units are responsible for verifying credentials (e.g. degrees, prior employment, and certifications).
  2. Criminal background checks will be required for all new full-time permanent academic appointees. The Office of Academic Personnel Services and Polices will initiate the background check once it has received a signed Offer to Recommend Appointment form accompanied by a PS form, and a signed release form (see attached sample) authorizing the criminal background check. Hiring **departments should forward these three documents to the central office shortly after an offer has been accepted.** A refusal to sign the release form normally eliminates the applicant from further consideration for employment. All offer letters must include the following statement: "This offer is contingent on the university receiving verification of your credentials and other information required by law, and on your furnishing the federally required documentation showing that you are a citizen or permanent resident of the United States, or an authorized alien entitled to work in the U.S. for the period of your appointment."
  3. Results of the report will be directed to the Vice Chancellor of Academic Affairs and Dean of the Faculties who will consult with Legal Counsel for a determination of the estimated institutional risk.

*\*Additional background checks are required for the following academic positions: President, Vice President, Associate Vice President, Assistant Vice President, Chancellor, Vice Chancellor, Dean, and Athletics Director.*