

BACKGROUND CHECK PROCEDURE FOR FULL-TIME/PART-TIME FACULTY AND INSTRUCTIONAL STAFF

Universities, like other organizations, function in an increasingly litigious society and face numerous liability issues. Accordingly, prior to making an offer of employment, TCU will ascertain whether a prospective faculty/instructional staff member has a felony conviction or been on probation as a result of a felony pleading by conducting a criminal background investigation.

The information obtained from the background check will be confidential and will comply with the Fair Credit Reporting Act. Disclosure of a criminal record does not automatically disqualify an applicant from consideration. Each situation will be evaluated on its merit; however, the University reserves the right to withdraw consideration of an applicant depending on the findings.

Procedure

Prior to submitting a recommendation to appoint a new adjunct/part-time or full-time faculty member, the school/department sends the candidate's name and email address to the Provost's Office. The candidate will be sent an e-invitation to complete an on-line background check form. Once the candidate completes the form, the background check will be processed.

The Provost's office will notify the school/department that a candidate may be scheduled for a campus visit (or that an adjunct recommendation may be submitted). If a candidate is found to have an adverse record, the provost, dean and department chair will convene and discuss the findings prior to scheduling an on-campus interview (or submitting an adjunct faculty recommendation).

The school/department ultimately recommends appointment of the candidate to the appropriate dean and the Provost. Upon approval of the recommendation, the Provost issues a formal appointment letter and/or contract to the chosen candidate.

Endorsed by Provost's Council, Faculty Senate Executive Committee, and Cabinet
October 2005
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Provost
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