

BACKGROUND CHECK PROCEDURE FOR TCU APPOINTMENTS

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 employee (paid or unpaid) has a felony conviction or been on probation as a result of a felony pleading by conducting a criminal background investigation. Those requiring background checks include anyone having contact with TCU students including: faculty, instructional staff, adjunct faculty, TA's, GA's, DA's, TCU tutors, Non-TCU tutors, Non-TCU graduate teaching assistants, Professional Accompanists , Music Prep Instructors, **Visiting Scholars , Researchers or Scientists search Scholars on campus for one month or more.**

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 any of the fore-mentioned positions, 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 background check has cleared (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.

A Procedural Change: The sponsor department requesting a background check on any international visitor must pay for the background check and seek reimbursement from the visitor. The Provost's Office will not pay for these reports or seek reimbursement. The department will be asked for budget codes when an invoice is received.