

511 STAFF CRIMINAL BACKGROUND POLICY

Policy 511 was approved by the ISU Board of Trustees on June 22, 2007, 511.1 and 511.1.1 on February 17, 2012.

- 511.1 Policy.** Effective July 1, 2007, criminal background checks will be performed on all new Staff, and student employees working in financial areas or areas with access to sensitive electronic information.
- 511.2 Timing of Criminal Background Check.** When practical, the criminal background check will be performed before an offer of employment is made. In cases where the hiring department needs immediate employment, a conditional offer of employment will be made pending satisfactory results on the background check. It is expected that results of such checks will be available within five (5) working days.
- 511.3 Criminal Convictions Disclosed on Applications for Employment.** If a criminal history check reveals convictions which the applicant disclosed on the application for employment, a panel of individuals will evaluate each conviction(s), including any additional information the individual provides, before the offer of employment is either confirmed or withdrawn. Relevant considerations will include, but are not limited to, the nature and number of the convictions, their dates, and the relationship that a conviction has to the duties and responsibilities of the position. Any decision to accept or reject an individual with a conviction is solely at the discretion of Indiana State University. (All related information will be treated as confidential, and protected as such.)
- 511.4 Failure to Report Criminal Conviction.** If unreported convictions are revealed in the criminal history check, the offer of employment will be withdrawn and, if employed, the individual will be separated from employment, unless the individual can show that the report is in error. The decision to reject or terminate an individual with an unreported conviction is solely at the discretion of Indiana State University.

Last revised February 17, 2012.