

Faculty Senate Meeting 2-10-10 #294

MEMORANDUM

via e-mail

TO: Dr. Richard Meek, President Faculty Senate

FROM: Janet May, Assistant Vice President Human Resources

Cc: Grace Hernandez, Chief of Staff

Rob Stewart, Senior Vice Provost

Jerome Koch, Vice President Faculty Senate

Becky Green, Section Manager Employee Relations and Research

DATE: February 11, 2010

SUBJECT: Criminal Background Check Example Situations

Thank you for the opportunity to speak with Faculty Senate on February 10, 2010 regarding criminal background checks for new hire faculty and instructors beginning April 1, 2010. At the meeting, I was asked to provide examples of situations when a candidate would not be “recommended for hire.”

Each report is reviewed individually and the convictions are considered based on the nature and seriousness of the crime along with relevance it may have on the position for which the applicant is being considered.

Although there are numerous situations for consideration, the following are some examples which would deem an applicant “not recommended for hire”:

- Any conviction of family violence
- Terroristic Threat
- Conviction with weapons
- Conviction of Identity Theft
- Criminal Trespass of a habitation with a deadly weapon
- Sexual Assault

Minor traffic citations, regardless of when they occurred, along with most misdemeanor convictions more than five years old are not used to deem an applicant “not recommended for hire.”

Please feel free to contact me with any questions.

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