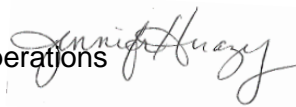# MEMORANDUM

Date: October 2, 2018

To: Deans, School Chairs, and Vice Provosts

From: Jennifer Herazy, Associate Provost for Operations

Copy: Rafael Bras, Bonnie Ferri, Leslie Sharp, Kim Harrington, Charvette Webb, Shelley Hildebrand, Amy Henry, Lorie Paulez, David Bamburowski, Faculty Affairs Representatives, and College Business Officers

Subject: Reminder of Background Screenings for Pre-Employment, Promotion, and Positions of Trust

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This memo serves as a reminder of the University System of Georgia and Georgia Tech policies and procedures on pre-employment, promotion, and positions of trust background screenings as outlined in the Pre-Employment Screening policy found at:

https://policylibrary.gatech.edu/employment/pre-employment-screening.

In all cases, faculty members are required to sign a Background Disclosure & Authorization Form prior to the screening.

All employees, including faculty shall have a background screening prior to employment, promotion, and/or entering positions of trust. Positions of trust include, but are not limited to: administrative appointments, such as vice provost, associate/assistant vice provost, dean, associate/assistant dean, associate chair, director, etc.; positions that include interactions with minors, master access to facilities, budgetary and financial responsibilities, holding a p-card, patient-related positions; and positions of authority in study abroad programs, including teaching, directing, leading, coordinating, and/or chaperoning.

As stated in the policy, a background screen shall be performed on any existing employee being transferred, reassigned, reclassified or promoted to a new position unless a screen has been performed on such employee within the past year and is on file with Georgia Tech Human Resources. A Standard Background Screen will be completed upon notification of promotion but prior to the promotion going into effect. All offer letters will contain this contingency language.

A Standard Background Screen and a Credit Check will be completed for assumed financial and budgetary responsibilities, including holding a p-card.

For faculty and staff in study abroad programs, including Georgia Tech Lorraine and Shenzhen, a Standard Background Screen shall be performed upon entry into the program (unless a screen has been performed on such employee within the past year and is on file with Georgia Tech Human Resources) and every three years after the initial screening. If a study abroad faculty or staff member will be a p-card holder, the credit screen shall also be completed.

No background screen will be conducted without the consent of the faculty or staff member. Talent Acquisition/GTHR is responsible for ensuring that an appropriate Background Disclosure & Authorization Form ('consent form'), as required by the Fair Credit Reporting Act (FCRA), is completed. The Office Faculty Affairs shall be responsible for ensuring that background screens have been completed before processing the Personnel Services Form (PSF) for any faculty actions. However, the responsibility for completing and the cost of the background screening resides with the home department or program.

Refusal to sign a consent form at any juncture of the application or promotion processes will eliminate that the candidate from further consideration for employment, promotion, and/or positions of trust.

See the Pre-Employment Screening Policy for more information on procedures related to the screening process. Questions can be directed to Dr. Leslie Sharp (leslie.sharp@gatech.edu).

Thank you.

Resources:

Background Screening Process
https://hr.gatech.edu/hiring-process-background-screenings

Pre-Employment Screening Policy
https://policylibrary.gatech.edu/employment/pre-employment-screening

Georgia Tech Human Resources
https://hr.gatech.edu/

Faculty Affairs
https://Faculty.gatech.edu

Office of International Education
https://oie.gatech.edu