

Faculty Background Checks Frequently Asked Questions

When is a criminal background check required for regular and adjunct (OPS) faculty new hires?

A criminal background check is required for all new regular and adjunct (OPS) faculty.

When is a criminal background check required for regular and adjunct (OPS) faculty employees who are rehired?

A criminal background check is required on regular and adjunct (OPS) faculty employees who are rehired after being off the UCF payroll for more than a year. Beginning with the Fall '08 semester, background checks are required on returning adjuncts who never previously had one done even if they have been off the payroll for less than one year.

How do I request a criminal background check?

Criminal background checks are requested by submitting a signed Faculty Disclosure and Release of Information Authorization Form along with a signed copy of the Applicant Affirmation or Application for Adjunct Position Form to Human Resources Recruitment. Under the Fair Credit Reporting Act, the applicant must give their written consent in order for an employer to conduct a background check. The two forms can be emailed between Groupwise accounts because Groupwise is encrypted. Recruitment's Groupwise address is employment@mail.ucf.edu. The forms cannot be emailed to or from any non-Groupwise account because the security of the transmission of the sensitive personal information cannot be guaranteed. Requests and results which cannot be emailed between Groupwise accounts must be faxed or sent via campus mail. The Recruitment fax number is (407) 384-2866.

Who runs the criminal background check and how are the results handled? Who will receive the results?

The Human Resources Recruitment Section will oversee the criminal background check process. The actual checks are conducted by Callins Investigations, a private investigator, who is contracted by the University to run a national criminal background check on all new faculty hires. Results will be communicated from Callins Investigations to Recruitment who will forward the results to the point of contact from the requesting college indicated on the Faculty Disclosure and Release of Information Authorization Form used to request the criminal background check.

Is there a cost to the department or VP area/college?

No, the cost for faculty criminal background checks will be covered by central administration.

At what stage of the recruitment process should I request a criminal background check?

The criminal background check request should be submitted as soon as possible after a selection has been made. The turnaround time to receive the results of the background check is approximately 48 hours. The results of the background check should be included with the hiring paperwork submitted for approval. For complete information regarding the faculty hiring process, refer to the Provost's Office Faculty Hiring Guide at www.provost.ucf.edu.

How long will it take for the University to receive the results of the criminal background check?

The turnaround time to receive the results of the criminal background check from the investigator is approximately 48 hours.

What happens if derogatory information comes back on the report?

When derogatory information is received on the report, Recruitment will provide an interpretation of those results to the hiring official along with a recommendation on whether or not to continue processing for hire. Recruitment will explain that the nature of the convictions, disposition of the charges, criminal history, and recentness of convictions, should all be taken into consideration when making that determination. At that time, Recruitment would also indicate to the hiring official whether or not the applicant had been truthful in their disclosure of criminal offenses compared to their responses regarding criminal convictions on the Applicant Affirmation Form.

What will happen if there are inconsistencies between what the applicant discloses and the results of the criminal background check?

If there are inconsistencies between the applicant's responses on the Faculty Disclosure and Release of Information Authorization Form and the results of the criminal background check, Recruitment will contact the applicant to obtain an explanation from the applicant regarding their responses and the apparent discrepancy. Recruitment will advise the hiring official on the results of the criminal background check and provide a recommendation to the hiring official on whether the discrepancy appeared to be an intentional act to conceal derogatory information or an unintentional oversight. Intentional lack of truthfulness on the part of the applicant should be considered as disqualifying. Cases where the Dean of the college and the Director of Human Resources disagree on the suitability of the candidate for employment due to the applicant's apparent dishonesty, will be referred to the Provost for a determination.

Who ultimately makes the hiring decision?

The hiring official ultimately makes the hiring decision after reviewing the results of the criminal background check and the recommendation from Recruitment regarding suitability for employment.

What should I do if the applicant asks for a copy of his or her criminal background check?

If an applicant requests a copy of the criminal background check report, they should be advised to contact HR Recruitment at (407) 823-2771. Someone from Recruitment will provide them with the contact information to Callins Investigations for requesting a copy of the report.

Any other questions pertaining to faculty background checks should be referred to the Recruitment Section of Human Resources at (407) 823-2771.

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