

FACULTY BACKGROUND CHECK FAQs

What is happening?

- The UVM Onboarding team will be performing background checks on all full-time and part-time faculty.
- For full-time faculty appointments, the UVM HR Onboarding Team will be integrated into the PeopleAdmin workflow. Once the Vice Provost for Faculty Affairs approves an appointment authorization request, the UVM HR Onboarding Team will be notified to initiate the background check for the prospective faculty hire.
- For part-time faculty - Faculty Services will alert Onboarding when they approve a waiver hire, which will then trigger Onboarding to initiate a background check.

When is it happening?

- This process occurs at the point of hire.

Why is this happening?

- These adjustments are aimed at enhancing the efficiency and effectiveness of our faculty recruitment processes while ensuring compliance with our university's standards and policies around background checks. We aim to streamline operations and provide a smoother, more unified experience for all involved parties.

Who is paying for these background checks?

- Background checks will be centrally funded.

How long will a background check take?

- Background checks typically take 3-5 business days. International background checks take longer, and can take upwards of four weeks.

What is being checked?

- Our background checks cover criminal history, including: statewide sex offender, county criminal in all lived counties in Vermont, social security/previous addresses, multi-jurisdictional, and federal criminal for all states lived in within the past 7 years.

What happens if there is an adverse finding?

- If a background check discloses a misdemeanor or felony conviction, HR will consult with the Office of the General Counsel and Human Resource Partners, with HR making the final hiring decision.

What happens if the background check reveals adverse findings after a faculty member has been hired?

- If a background check discloses a misdemeanor or felony conviction, HR will consult with the Office of the General Counsel and Human Resource Partners, with HR ultimately making the final hiring decision. If HR wishes to disqualify the applicant based on the criminal record, HR or the background check vendor at the request of HR, will issue the applicant a Pre-Adverse Action letter. The applicant will then have seven (7) business days from the date of the notice (in the absence of extenuating circumstances, such as may be the case with international applicants) within which to appeal the validity of the background check with HR or the vendor, as applicable. If the appeal is unsuccessful, HR will send the applicant an Adverse Action Notice stating that the applicant is no longer under consideration. The hiring official may not extend an unconditional offer of employment to any applicant until this adverse finding process, including a timely appeal, has concluded.