M E M O R A N D U M

TO: UAH Faculty and Staff

FROM: Robert A. Altenkirch, President

              Robert Rieder, University Counsel

DATE: September 11, 2013

SUBJECT: Background Check Policy

 The University of Alabama in Huntsville has been studying for some time the use of background checks in hiring. Many employers have adopted broad background check policies in recent years, and each of the other two campuses in the University of Alabama System have utilized this tool to assist in obtaining well-qualified employees. The use of both pre-offer and post-offer background information in assessing the suitability of faculty and staff candidates for employment is coming to be regarded as a "best practice" for university employers. Not only does it help confirm the accuracy of personal information provided by a candidate, but it may also help identify candidates whose employment presents unacceptable risks. In the latter sense, it is an important risk management measure.

The attached Background Check Policy was developed by the Office of Counsel and the Human Resources Office, with involvement by the Office of the Provost. It has been reviewed by groups from both the Faculty and Staff Senates, resulting in additions and modifications to the proposed policy. To some extent, it reflects existing hiring procedures at UAH, because reference checks, employment history verifications, and degree verifications have been carried out for many years. It goes beyond present practice, however, by incorporating checks into criminal records, credit histories (in limited, appropriate cases), etc. Moreover, it will apply not only to new faculty and staff employees but also to UAH employees who are being promoted to a position involving a significant increase in responsibility or change in employment status.

The policy will be administered by the Human Resources Office and the Office of the Provost, with the assistance of other units. A copy of the policy will be posted on the Human Resources website.

Thanks,

Bob
https://www.uah.edu/images/administrative/president/memos/BackgrChPol7f.1308.pdf