

Frequently Asked Questions

1. When should the background check process begin?

For full-time regular (01) and part-time regular (03) faculty, the background check process will begin as soon as the Search Chair/Hiring Manager receives the signed offer letter; and moves the candidate's Hiring Proposal to Offer Accepted.

A background check request should be submitted for all other faculty hires as soon as the hiring department receives the signed offer letter/contract from the faculty or credentialed course instructor hire.

2. Should I include background check language in Faculty and Credential Course Instructors offer letters?

Yes. The following statement should be included:

Your offer for employment is contingent on successful completion of pre-employment background investigations that include a criminal history background check, degree (education) verification and employment history verification. You will receive information electronically requesting your consent to allow the University to conduct this investigation. In the event that the background check has not been completed at the time your appointment begins, your appointment will be conditioned upon receipt of a background check report that is acceptable to the University. Before a final decision is made to void an appointment because of a background check result, you will receive a copy of the background check report and you will have an opportunity to provide explanatory information.

3. Should I include OIG and GSA language in Faculty offer letters?

Yes. The following statement should be included:

Please note that the University of Alabama at Birmingham conducts a review of the Office of the Inspector General (OIG) and the General Services Administration (GSA) exclusions lists to establish eligibility for each faculty member (or postdoctoral fellow/trainee) to receive federal funding. These databases are maintained by the federal Government to identify individuals who are excluded from participating in payments by Federal programs or contracts.

By signing this appointment letter, you are granting consent to UAB to conduct the necessary background check and OIG and GSA clearances.

4. Does the Credential Course Instructor Offer Letter/Contracts require background check and OIG and GSA clearance language?

Yes. The following statement(s) are the university standard for all Credential Course Instructor Contract/Offer Letters:

Please note that the University of Alabama at Birmingham conducts a review of the Office of the Inspector General (OIG) and the General Services Administration (GSA) exclusions lists to establish eligibility for each faculty member (or postdoctoral fellow/trainee) to receive federal funding. These databases are maintained by the federal Government to identify individuals who are excluded from participating in payments by Federal programs or contracts.

Additionally, the university conducts pre-employment background investigations on final candidates including postdoctoral fellows and trainees. Your offer for employment is contingent on successful completion of pre-employment background investigations that include a criminal history background check, degree (education) verification and employment history verification. You will receive information electronically requesting your consent to allow the University to conduct this investigation. In the event that the background check has not been completed at the time your appointment begins, your appointment will be conditioned upon receipt of a background check report that is acceptable to the University. Before a final decision is made to void an appointment because of a background check result, you will receive a copy of the background check report and you will have an opportunity to provide explanatory information.

By signing this appointment letter, you are granting consent to UAB to conduct the necessary background check and OIG and GSA clearances.

5. Should Volunteer Faculty undergo background checks?

Yes, individuals who are appointed to the UAB faculty as volunteers must be individuals in the university's background check program and processes.

6. Should faculty recruitment advertisements include a statement about background checks?

Yes. All ads must include the following:

"A pre-employment background investigation is performed on candidates selected for employment."

7. Where can I locate additional resource information about the Background Check Program?

Policy information, specific language for recruitment advertisements and offer letters, along with frequently asked questions, and other useful links will be located at <http://www.uab.edu/faculty>

8. Is a background check required for a faculty member who retired or terminated (including Emeritus faculty) from UAB, but returns in an 04 irregular status?

Yes. If the faculty member has been separated from UAB for more than one-year; a background check will be required.

9. Is a background check required for a faculty member who terminated from UAB, but returns in a full-time regular, part-time regular, full-time temporary, CCI, or irregular status?

Yes. If the faculty member has been separated from UAB for more than one-year; a background check will be required.

10. How will the candidate provide consent for a background check?

For full-time regular (01) and part-time regular (03) faculty hires, the Background Check Coordinator will coordinate this process with the candidate to secure consent for a background check. For 04 (irregular faculty and CCI) and 02 (full-time temporary faculty) hires, the background check coordinator will communicate with the candidate by email to secure consent for a background check. All faculty appointments will be contacted by a university background check coordinator to obtain consent.

11. How will I know when the background check is complete; if it is okay to proceed with finalizing the hire/appointment of the candidate?

- a. For 01 and 03 faculty hires, a UAB PeopleAdmin system-generated email confirmation will be sent to the Search Chair/Hiring Manager once the background check has moved to Background Check Passed.
- b. For 04 and 02 faculty hires and CCI hires and volunteer faculty, the Background Check Coordinator will provide to the hiring unit (the

administrator requesting the check) a **Background Check Passed** confirmation by email.

12. Exactly what information is included in an employment background investigation?

The review includes a criminal history background check, degree (education) verification and employment history verification.