

CHANCELLOR'S PROCEDURE FOR POLICY
623.01: Background Checks

1. Employment or volunteer service shall be contingent upon an acceptable background check.
2. Each new hire or current employee convicted of a felony or crime involving moral turpitude must obtain a recommendation from the President for the Chancellor's approval that the new hire or current employee is suitable for employment. Factors to be considered in determining whether the individual is suitable include, but are not limited to:
 - a. The proximity or remoteness in time of the conduct
 - b. The risk of harm to persons or property of the institution
 - c. The nature of the crime and likelihood of recurrence
 - d. The nature of the job
 - e. Any extenuating circumstances
3. Within five (5) calendar days, an employee convicted of a felony or a crime involving moral turpitude must report the conviction to the President. An unreported conviction will be subject to disciplinary measures for failure to report.
4. Each institution shall require vendors with regular contact with students to perform background checks of their employees.
5. Each institution will develop procedures to ensure compliance with this policy.
6. State and Federal background checks shall be completed for:
 - a. General Employees
 - b. Volunteers
7. Fingerprint-based State and national background check shall be completed for the for the following job classifications:
 - a. Information Technology
 - b. Finance
 - c. Executive level employment to include President, Dean and any other applicant or employee as determined by the President.
 - d. Law Enforcement (must comply with Board of Trustee Policy 510.01).
 - e. Personnel with unescorted access to criminal justice records.
 - f. Applicants or volunteers that are non-Alabama residents.