

Note: The current version of this policy, authored by the Human Resources department, reflects recent UT System requirements (UTS 124 Criminal Background Checks for Employment). This 5/2/2013 Faculty Senate HOP Committee originally reviewed an early draft of this policy for its December 8, 2011 report. The 5/2/2013 report will replace the 2011 report and recommendations by the Faculty Senate HOP Committee. The committee's previous and current reports both recommend(ed) "Acceptance pending changes to clarity of policy procedures" as indicated below.

Faculty Senate HOP Committee

Report on Review of Proposed HOP Revision to Policy:

4.30 Criminal Background Check (CBC)

(5/2/2013) Faculty Senate HOP Committee recommendation for HOP 4.30: Accept current version of proposal pending changes to the clarity of the policy's procedures.

Relevant to faculty? Yes.

Major point(s) of concern:

1. (see VIII. Responsibilities. E. Police Department) The UTSAPD SOP (assuming this is Standard Operating Procedures or Practices) is referred to by name but is SOP are not explained/listed in section V Related Statutes, Policies, Requirements or Standards. Readers of HOP 4.30 CBC should be able to reference the actual practices of the UTSAPD and be assured that these practices are appropriate and consistent
 - a. **The Faculty Senate HOP Committee recommends that these important procedural factors are properly referred to by listing the appropriate website, HOP policy, etc.**
2. (see IX. Procedures. I. Self-Reporting) Current employees MUST report in writing any changes to their supervisor within 5 days or face possible disciplinary action. In the December, 8, 2011 Faculty Senate HOP Committee Report, it was suggested flexibility of the 5 day timeline be considered as well as a list of administrators that might be able to grant an extension.
 - a. These policies were not changed for the current version.
 - b. Such a short reporting window seems severe considering what the member of the university community might be dealing with in those 5 days.
 - i. Consider time spent incarcerated or hospitalized during the 5 days, summer or winter breaks, and even spring break periods.
 - c. **The Faculty Senate HOP Committee recommends that this time period and reporting scenario be revised to accommodate a more realistic, flexible, and clear expectation of reporting. We recommend that the policy include possibility for exceptions to the 5 day deadline when the individual is unable to report (e.g., due to injury) within 5 days.**

Minor Points –

1. Section VIII. C. Child Care Centers (CDC) should be correctly titled Child Development Centers in keeping with section VII. Definitions.