

Pre-Employment Background Checks

201.95

Policy Content:

Pre-employment background checks must be conducted before a candidate may receive a firm offer of employment to a faculty^[1] or staff position at the University of Michigan. It is important that the University's academic, research, patient care and service missions are supported by qualified employees with a safe and secure environment for all University constituents, including students, visitors, patients and employees. This policy is intended to support the verification of credentials, criminal history^[2], and other information related to employment decisions that assist the University in meeting its commitments.

For purposes of this SPG, the term “background check” means, at minimum, a pre-employment review of the individual’s criminal conviction history and a verification of the individual’s academic credentials. Additional review or verification may be required, based on the nature of the position sought. The background check requirement applies to individuals newly appointed to the University. A background check must be completed before a candidate for a faculty or staff position may receive a non-contingent offer of employment at the University.

A candidate for employment who refuses to consent to the authorization to conduct a criminal records check will be excluded from consideration for employment.

A candidate for employment who provides false or inaccurate information during the application process will normally be excluded from consideration for employment. If the false or inaccurate information is discovered after an individual has begun employment, the individual’s employment may be terminated pursuant to the appropriate dismissal procedures.

An individual with a criminal conviction is not automatically excluded from employment. Appointing units, in consultation with the applicable Human Resources Office, will assess any criminal conviction history which is returned as a result of the criminal records check. The Office of the General Counsel will be consulted as needed. This individualized assessment will consider the nature and gravity of the offense, the time elapsed since the offense or completion of the sentence, and its relevance to the particular position sought.

Procedures: <http://hr.umich.edu/procedures/spg201-95.html>

[1]The term “faculty” means an appointment at any percent of effort greater than zero in the tenure track, research track, clinical track, supplemental appointment, visiting appointment, or Lecturer.

[2]The term “criminal” means any conviction for a misdemeanor or felony, or any pending felony charges.

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Applies to:
Faculty and Staff (Regular and
Temporary)

Approved by:
Office of the Provost and Executive
Vice President for Academic Affairs
and University Human Resources

Owner:
Office of the Provost and Executive
Vice President for Academic Affairs
and University Human Resources

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