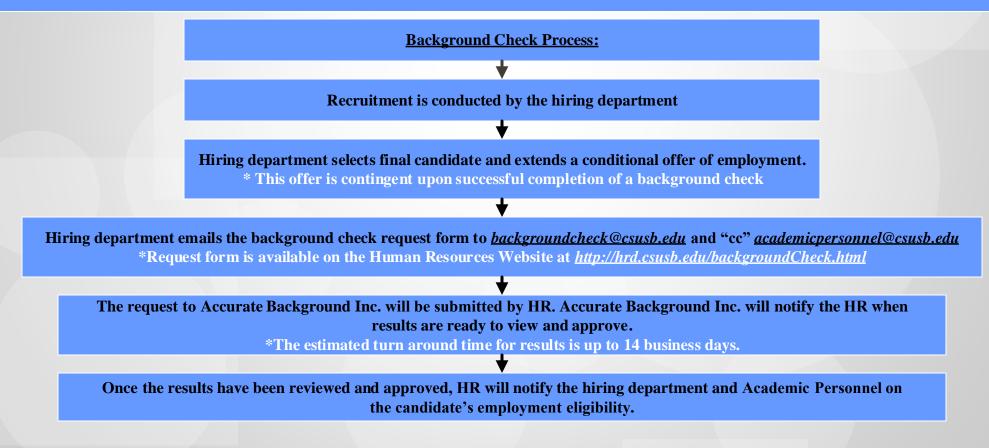
## **Background Check Flow Chart for Part-Time/Adjunct Faculty**

## Do Part-Time/Adjunct Faculty need to complete a background check?

Answer: Background checks are required for all newly hired employees. In addition, current employees who are under voluntary consideration for a position in which a background check is required by law, or who are under voluntary consideration for a position designated as sensitive are required to undergo a background check.

**Rehire Exception:** Any former employee who is *re-appointed* to a CSU position without a break in service of twelve (12) months or more, will not be subject to the background check requirements appropriation to the new position. However, if the employee is re-hired and his/her job duties have changed, it is necessary to determine if their new position is considered sensitive. If it is determined that they are employed in a sensitive position, a background check will need to be cleared before the employee may begin working.

\*Voluntary applies to transfers, reclassifications, reassignments, and new appointments.



If you have any questions, please feel free to contact Breanna Baeza at 909-537-5138 or backgroundcheck@csusb.edu Rev. 03/18