

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.

Background Check Process:

Recruitment is conducted by the hiring department

Hiring department selects final candidate and extends a conditional offer of employment.
* This offer is contingent upon successful completion of a background check

Hiring department emails the background check request form to backgroundcheck@csusb.edu and “cc” academicpersonnel@csusb.edu
*Request form is available on the Human Resources Website at <http://hrd.csusb.edu/backgroundCheck.html>

The Compliance Coordinator will submit the request to Accurate Background Inc. Accurate Background Inc. will notify the Compliance Coordinator when results are ready to view and approve.
*The estimated turn around time for results is up to 14 business days.

Once the results have been reviewed and approved, the Compliance Coordinator will notify the hiring department and Academic Personnel on candidate’s employment eligibility.