

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 appropriate 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” facultyaffairsanddevelopment@csusb.edu
*Request form is available on the Human Resources Website at <https://www.csusb.edu/human-resources/employment/background-check-policy>

The request to Accurate Background Inc. will be submitted by HR. Accurate Background Inc. will notify the HR 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, HR will notify the hiring department and Faculty Affairs & Development on the candidate’s employment eligibility.