

May 1, 2007



## MEMORANDUM

TO: HRPartners  
Academic Council

FROM: Brett L. Morris  
Assistant Vice President for Human Resources

SUBJECT: Criminal Background Checks for Adjunct and Clinical Adjunct Faculty  
(OHR 2007-023)

There has recently been some amount of confusion concerning the correct protocol that should be followed with respect to Adjunct and Clinical Adjunct faculty members. The confusion has arisen because some Adjunct and Clinical Adjunct faculty members will require criminal background checks while others will not require them.

### DEFINITIONS

#### Adjunct Titles

##### Adjunct Professor, Adjunct Associate Professor, and Adjunct Assistant Professor:

Except in special circumstances, qualified individuals appointed to these titles are part-time faculty whose function is to participate in a teaching program (e.g., teaching a course or participating in the teaching of a course(s)). These titles may only be used for individuals whose functions do not include patient care. Tenure may not be granted to individuals in these positions nor may time in these positions be counted as probationary time toward tenure. Appointments to these titles are made on the recommendation of the chair with the approval of the appropriate dean, the President, the Executive Vice Chancellor for Health Affairs, and the Board of Regents. Appointments to the faculty with an adjunct title may be with or without salary and shall be for a stated period of time not to exceed one academic year. Such appointments shall terminate without notification upon expiration of the stated period of appointment. Reappointments may be offered to individuals holding these titles.

#### Clinical Adjunct Titles

Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, and Clinical Instructor: These titles may be used to appoint a qualified individual to either part-time or full-time service on the faculty while involved in a professional clinical experience program. Tenure may not be granted in these positions nor may time in these positions be counted as probationary time toward tenure. Appointments to these titles are made on the recommendation of the chair with the approval of the appropriate dean, the President, the Executive Vice Chancellor for Health Affairs, and the Board of Regents. Appointments to the faculty with a clinical title may be with or without salary and shall be for a stated period of time not to exceed one academic year. Such appointments shall terminate without notification upon expiration of the stated period of appointment. Reappointments may be offered to faculty members holding these titles.

## POLICY

The following Adjunct and Clinical Adjunct faculty members **WILL** require criminal background checks.

1. Those appointed into positions that will work with select agents and toxins (please refer to Handbook of Operating Procedures 8.10.1 or click: <http://www.uthscsa.edu/hop2000/word/8.10.1.doc>;
2. Those appointed without pay but who have access to secure areas of the institution and/or institutional property, e.g. office, computer systems, keys, etc.
3. Those who are paid for their services.

The following **WILL NOT** require a criminal background check.

1. Those who are **appointed without salary** and that do **not** meet any of the criteria above.

## PROCEDURES

### Responsibility

Each department is responsible for reviewing these criteria and determining whether or not an Adjunct or Clinical Adjunct faculty member should undergo a criminal background check. Since the Office of Human Resources does not maintain a file on these individuals any documentation submitted to accomplish the criminal background check must be retained by the department.

### Appointment Options

A department may appoint an Adjunct or Clinical Adjunct faculty member in one of two ways depending upon the circumstances of appointment.

<b>Adjunct and Clinical Adjunct Appointment Summary Table</b>			
<b>Job Codes</b>	<b>Faculty Packet</b>	<b>Paid</b>	<b>Background Check</b>
Numeric 0001-0399	FA-2 (Employees)	Yes or No	Yes
Alpha CLA or ADJ	CA-1 (Non-Employees)	No	Yes, if Criteria 1 or 2 Above are Met

### Process

If an Adjunct or Clinical Adjunct faculty member is appointed using the CA-1 faculty appointment process please complete a Non-Employee Appointment form and submit it to the Office of Human Resources. If it is determined that a Criminal Background Check is required based on the criteria provided above, the individual must sign the authorization in the space provided on the Non-Employee Appointment form. This will alert the Office of Human Resources to request that UT Police conduct a Criminal Background Check.

**Note: These procedures are subject to change with implementation of the PeopleSoft Human Capital Management (HCM) system on July 5, 2007. Additional guidance with regard to operational procedures will be provided as necessary.**

This is to provide clarification concerning when Adjunct and Clinical Adjunct faculty members must undergo a criminal background check. However, please do not hesitate to contact Ninette Roberson (7-0355), Val Sinor (7-2607) or me should you have any questions regarding this matter.

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