



June 14, 2007

M E M O R A N D U M

TO: Deans and Chairs
Academic Department HRPartners

CC: DCATS
HCM Upgrade Team

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

SUBJECT: Criminal Background Checks under HCM 8.9 for Certain Adjunct
Faculty and Clinical Adjunct Faculty
(OHR 2007-028A)

In April 2007, memorandum "OHR 2007-023: Criminal Background Checks for Adjunct and Clinical Adjunct Faculty" was distributed. It provided guidance regarding protocol to follow when determining when to – or not to – request criminal background checks for prospective adjunct faculty and clinical adjunct faculty members. After HCM 8.9 implementation on July 5, departments will continue to be responsible for determining when an adjunct faculty or clinical adjunct faculty member should undergo criminal background checks.

After July 5, if a background check is not desired, departments will complete and send a *paper* "Adjunct or Clinical Adjunct Faculty Appointment Form: Not Requiring Background/Sanction Checks" to OHR instead of using the electronic Person of Interest Request Form in HCM 8.9. The paper form will be available at <http://www.uthscsa.edu/hr/forms.htm> on July 5. **NOTE:** If the HCM 8.9 electronic POI Request Form is used, a workflow email will automatically notify UT Police to run background checks.

Please refer to previous memoranda, **OHR 2007-023: Criminal Background Checks for Adjunct and Clinical Adjunct Faculty** and **OHR 2007-28: Person Model** for detailed information. They are available at http://www.uthscsa.edu/hr/ohr_comms.htm .

Please contact OHR at 567-2600 should you have any questions. Thank you.

OHR 2007-28A