



**Texas A&M University  
Employee Services**

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**Criminal Background Check Procedures**

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Texas A&M University is committed to a safe learning and work environment for its students, employees and visitors. One aspect of this commitment is to assure, to the extent possible, procedures are in effect to reduce the likelihood of unknowingly hiring persons with felony convictions or registered sexual offender status. The following describes such procedures each university department and hiring supervisor must adhere.

The felony and registered sexual offender status criminal background check procedures apply to:

- all staff, non-faculty final candidates (outside candidates and current employees who apply) for positions posted through Employee Services
- all final candidates for faculty positions, both full- and part-time

**Staff Procedures—Felony Convictions and Registered Sexual Offender Status**

1. An applicant completes the Texas A&M online application (<https://tamujobs.tamu.edu>) and answers the questions regarding felony convictions and registered sexual offender status.
2. The hiring department makes a contingent hiring offer when the final candidate is identified.
3. The hiring department and the applicant complete a Criminal Background Check Request Form (<http://employees.tamu.edu/managers/hiring/bgChecks>), submitting it to the Recruitment Center to conduct the criminal background check. The hiring department should not retain a copy of the completed form. All hiring data, including background information, will be kept strictly confidential. Information can only be shared with those who are directly involved in the hiring decision.
4. The Recruitment Center conducts a felony and registered sexual offender background check for the states and countries, as applicable, in which the applicant has lived.
5. If the final candidate has a felony conviction or is identified as a registered sexual offender, the Recruitment Center Manager or Associate Director verbally informs only the hiring manager. Information only will be shared with those who are directly involved in the hiring decision.
6. If the hiring manager wishes to employ someone with a felony conviction or registered sexual offender, the hiring manager submits a request for approval to hire through the department head, dean, vice president, provost (Academic Division) to the Associate Vice President and Chief Human Resources Officer, who is the approval authority.

## **Staff Procedures—Certain Positions Requiring Misdemeanor Checks**

A staff position may require, for business necessity and risk mitigation, examination of misdemeanor convictions in addition to the felony and registered sexual offender status. For example, if the majority of the job duties include cash handling, access to sensitive computerized databases, access to master building keys, or driving or operating heavy equipment, criminal background checks for finalist candidates includes misdemeanor convictions. Misdemeanor checks also are performed if required by federal or state law.

1. The Recruitment Center, in agreement with the hiring department, identifies positions at the time they are posted to the online applicant system that require misdemeanor convictions to be included in the criminal background check.
2. If there is a misdemeanor conviction, the Recruitment Center reviews the information regarding the type of offense(s), frequency, time elapsed and the duties of the position.
3. If a determination is made that the applicant is unsuitable for the position, the Recruitment Center Manager or Associate Director verbally informs only the hiring manager.
4. If the hiring manager still wishes to employ the individual, the hiring manager submits a request for approval to hire through their department head, dean, vice president, provost (Academic Division) to the Associate Vice President and Chief Human Resources Officer, who is the approval authority.

## **Faculty Procedures—Felony Convictions and Registered Sexual Offender Status**

1. The Office of the Dean of Faculties handles faculty position hiring procedures.
2. An employment offer to the final candidate is contingent on a criminal background check for registered sexual offender status and felony conviction.
3. A Criminal Background Check Request Form is completed by the hiring department and applicant and submitted to the Recruitment Center.
4. The Recruitment Center conducts a felony and registered sexual offender background check for the states and countries, as applicable, in which the applicant has lived.
5. If the final candidate has a felony conviction or is identified as a registered sexual offender, the Recruitment Center Manager or Associate Director informs the Office of the Dean of Faculties.