

TO: HR Officers and Secondary Contacts
Business Managers

FROM: Ann Lemmon, Assistant Provost for Human Resources, Office of the Executive Vice Chancellor and Provost
Linc Butler, Associate Vice Chancellor for Human Resources

As you are aware, the University requires that candidates/appointees undergo background checks as part of the employment process, as do most employers today. The Office of Human Resources implemented a Background Check Advisory Committee, comprising representatives across campus, to create a more streamlined and cost-efficient background check process. The work of the Committee included reviewing and revising the various policies and procedures associated with background checks. Some of the earlier policy improvements we've communicated previously include reducing the criminal search period to seven years and increasing the validity period of background check results to six months prior to hire. This memo communicates the most recent improvement related to contingent offers, which historically have only been allowed by exception when authorized by the proper approving authority.

After studying the effectiveness of and evaluating any associated challenges with allowing contingent offers, the Committee determined that it would be prudent to incorporate in our employment processes the opportunity to allow contingent offers. For non-faculty employee categories, this will require system reconfiguration prior to implementation, and we will provide an updated communication on the timing at a later date. For other employee categories, given compliance and regulatory obligations, contingent offers will now be allowed as described below.

Effective August 1, departments will have the opportunity to make a contingent offer of employment for faculty hires with approval from the Academic Personnel Office (APO). A contingent offer is defined as a formal job offer that is contingent on the employee completing certain hiring requirements such as a background check.

Following are important guidelines on faculty contingent offers:

- Appointing department may extend a contingent offer of employment to a **fixed-term or tenure track faculty candidate** *after* the background check has been initiated and with APO approval
- Contingent offer must be made in writing
- Contingent offer may be rescinded if there are adverse background results
- Once all hiring requirements are met (including completion of the background check), the job offer can be finalized and the candidate can begin work for the university

The following faculty appointments are **excluded** from contingent offers:

- Adjunct faculty
- Centers for Disease Control/US Department of Agriculture (CDC/USDA) select agents
- Anyone who will have contact with minors (other than students enrolled at UNC-Chapel Hill) as outlined in the Protection of Minors policy and procedure

Please see [this link](#) for updated revisions to the background check procedural supplement.

Faculty offer letter templates:

- Begin using new job offer templates effective August 1
- Available on <http://academicpersonnel.unc.edu/>

For questions related to faculty contingent offers, please contact Ann Lemmon or Frank Lewis at the APO with the following contact information:

Ann Lemmon, Assistant Provost for Human Resources, OEVC&P, APO
(919) 843-6298
awlemmon@email.unc.edu

Frank Lewis, HR Consultant, APO
(919) 843-6049
fllewis@email.unc.edu

Please contact Dan Atkins at (919) 962-2903 or daniel.atkins@unc.edu if you have questions regarding the background check policy or procedures.