

From: James Buckley  
To: Chairs and Directors 0708 sek  
Date: September 13, 2007  
Subject: Agenda for 9/20/07 CAS Chairs Meeting 12:15-1:30 Cohn 33 (with lunch)

## AGENDA

The agenda for our meeting next week will consist of some brief glosses on the attached Announcements, and an interactive presentation by George (Skip) Casey (Assistant Vice President for Human Resources) of how we plan to implement the new Background Screening Policy passed by Loyola Conference last spring.

**BACKGROUND, AND GOALS.** New Chairs need to know (Veteran Chairs will recall) that we had a meeting last fall in which we presented the professional and legal reasons for taking increased "reasonable care" in hiring. We asked you to initiate the new practice of phone calling the/a previous employer with some specific questions -- and promised that Loyola Conference would take up the larger issues of "background screening" in the spring 2007. Loyola Conference did so after extensive discussion, passing a Background Screening Policy George (Skip) Casey sent to all faculty, staff, and administrators last July 16. Skip and his staff then created College-wide presentations of what is involved in implementing the new policy (including "case studies" of faculty hiring). Because Chairs are key figures in hiring affiliate as well as tenure-track hiring, we obviously need your input. Skip will review the Policy, outline who will be screening what and why, ask for your input on some case studies of staff and faculty hiring, and ask for your questions and input. I do not expect that we will be able to clarify ALL the issues involved during this hour, but I do hope we can clarify most issues -- and develop a list of unanswered questions that can be pursued after the meeting.

Since administrative assistants may also be involved in background screening, your administrative assistant is also welcome to this meeting (if he or she has not already participated in the earlier College-wide meetings). If someone beyond you plans to attend, please RSVP with Deb Dengler so we can order the appropriate lunch.

Thanks,

Jim

