

CAS Chairs Meeting  
September 20, 2007  
12:15 -1:30  
Cohn 33

### SUMMARY

Jim Buckley, Amanda Thomas, Suzanne Keilson, Rob Pond, Dale Snow, Barbara Vann, David Rivers, Roger Eastman, Kevin Hula, Sharon Nell, Kathy Siren, Randy Jones, Matt Mulcahy, Janet Headley, Steve Fowl, Gayla McGlamery, Joe Walsh, Brian Barr, Dipa Choudhury, Monika Matthews, Jen Lowry, Russell Cook, Mickey Fenzel, Ron Tanner, Vic Delclos

Quick review of announcements, with an emphasis on update on strategic planning process to be expected and increase in per-course affiliate salary. Nick Miller encouraged departments to get involved in the Honors Program review and to encourage interested faculty to express their interest in the program and teaching in the program to him. Randy Jones noted that per-course affiliates in the area get \$4800 at Towson and more from JHU and there may be a problem with quality of current per-course affiliates at the stipends they are paid. This will be taken up at subsequent chairs meetings.

The remainder of the meeting was a presentation and discussion with Skip Casey, AVP for Human Resources on the Background Screening Policy at Loyola.

He had handouts and a PowerPoint presentation with case studies. **(we will keep a copy of the handouts in a binder)**

The purpose of the background screening policy is to verify credentials, ensure the safety of students and others on campus, ensure the financial security of transactions on campus, and in general perform due diligence that meets federal standards for liability and lending purposes.

Skip reviewed the checklist matrix that shows the kinds of checks that will be performed by HireRight on various databases and information sources. Depending on a position's responsibilities various checks will be performed by the company (e.g. if the person is a regular driver for the college then a driver's license check will be performed). There are four common items of all new hires: social security, previous employer, sex offender registry, national crime registry.

Skip next reviewed a flow chart of how the background screen process would work. Finalist applicants (for a faculty position) will complete the consent and disclosure form provided by the hiring manager (department chair). So far about 50 reports have been done and all have been within 48 hours. There have been 2 discrepancy reports. Discrepancy reports must be reviewed (by HR, department chair, dean) and a decision

made. There can be no blanket policy of rejecting candidates. Adequate records of the decision making process should be kept.

The part of general background screening that is the responsibility of departments and CAS is the professional reference checks and the previous employer check, really to be seen as two distinct things.

Generally for faculty positions there are letters of professional reference. Some check (call, **email ok?**) beyond the letters should be performed (**a minimum is not clear and needs to be specified?**).

A previous employer check must also be performed. The previous employer check may include (**all or part or more/different than?**) the same people (**and institutions. Should HR talk to HR? right now staffing prevents that. If admin assistants do this, they should get training/support. HR may have a complete employment history that a department chair or supervisor or thesis advisor doesn't. Loyola policy is that chairs should not answer these kind of questions ?!**) as professional references. There are three questions that should be asked and a record should be kept of the conversation: (1) Did/do they work here? (2) Were they satisfactory? (3) Are there any concerns that would prevent you from recommending them for employment at Loyola? (**the exact wording should be checked and posted and the fact it is completed should be a check off on the ER form**)

A number of questions and concerns were raised during the meeting and time prevented a thorough review of the case studies.

The exact flow and division of work responsibilities is different in different academic departments (what administrative assistants, chairs and even HR does), but the consent form can be provided by the department to finalists or by department or HR in the case of a per-course affiliate filling out HR forms (I-9) form. (**Can this get clarity? What is the role of CAS with regard to these consent forms, tracking compliance? How should people not wanting disclosure until the last minute be handled?**)

The case of per-course affiliates is rather different; they are not online positions (PeopleAdmin) and are often last minute. That makes it difficult to finish in a timely manner. **Can they start to teach and then be potentially pulled? The contract will have to stipulate.**

For other positions the background screen requirement is part of the posting on PeopleAdmin and needs to be communicated to candidates, but it is not on faculty (print) advertising (e.g. in the Chronicle of Higher Ed.) **Perhaps the requirement should be a part of all faculty hiring documents.**