

Criminal Background Checks for Authorized Adults Supervising Minors

All Program Directors and Authorized Adults are required to undergo a criminal background check prior to their participation in any Program involving Minors ("Program").

For University-sponsored Programs

The University's Background Check Policy, <https://www.shu.edu/policies/background-check.cfm>, will apply to all Authorized Adults, except as otherwise set forth below.

Each University Representative of a Sponsoring Unit offering a Program is responsible for identifying all Authorized Adults who will interact with Minors and ensuring the completion of all background checks in their area of responsibility.

The background checks will be reviewed by both the Sponsoring Unit and Human Resources. If a background check reveals adverse information or unfavorable results, an individualized assessment will be conducted by the Program Director, Human Resources and appropriate University personnel, consistent with the procedures in the University's Background Check Policy.

The cost of the background checks for University programs will be borne by the Sponsoring Unit responsible for the Program and charged to the designated budget line.

Except where required by law, the results of background checks conducted hereunder will be used only for the purposes of this Minors on Campus policy. Notwithstanding anything to the contrary, the University reserves the right to take appropriate action, as a result of the background check, with respect to employees or students who may have falsified or failed to disclose information material to their authorization as volunteers, Authorized Adults, employment on employment applications or who failed to otherwise comply with the Background Check Policy, including and up to immediate termination of employment or expulsion.

The results of any background check will be confidential and will be maintained separately from an individual's personnel or student file.

Background checks for SHU employees shall be conducted in accordance with the University Policy on Background Checks. Background checks for students who participate in University-sponsored Programs must be performed every year. Any employee, non-employee or student who is required to have a background check is under a continuing obligation, as long as s/he continues to participate in a Program, to immediately disclose if s/he is convicted of a crime or misdemeanor, enters a plea of responsibility or is the subject of pending criminal charges to the Program Director. The Program Director will inform the University Representative, Human Resources and appropriate University personnel of the conviction.

Employees who have a break in service and students who withdraw or take a leave of absence will be required to undergo a new background check if they reengage in University Programs. Adjuncts participating in a Program will be required to undergo a background check pursuant to the University's Background Check Policy.

All other Authorized Adults must successfully complete a required background check prior to participating in any aspect of a Program and must renew the background check every year.

Non-University sponsored Programs

Non-University Programs must conduct, at their cost, criminal background checks of all their Authorized Adults that meet SHU standards as set forth in the University's Background Check Policy.

All Authorized Adults must successfully complete a required background check prior to participating in any aspect of a Program and must renew the background check every year.

If any background check conducted by a non-University Program returns a conviction or other adverse information and if the non-University Program intends to utilize the individual in connection with the Program, the non-University Program must inform the University Representative, in writing. The University may exclude any non-University individual if their background check is deemed unsatisfactory by the University.

Non-University entities must also submit to the University Representative of the Sponsoring Unit granting use of University Facilities evidence of compliance with the background check requirements described herein, including that they have conducted all required background checks and disclosed all results to the University Representative, prior to the start of any Program.

The University may request any additional information, including a copy of the background check, it deems necessary.