



ADMINISTRATIVE POLICY STATEMENT

Policy Title: Background Checks

APS Number: 5050

APS Functional Area: **HUMAN RESOURCES**

Brief Description:	Provides requirements and guidelines for the administration of background checks.
Effective:	January 1, 2011
Approved by:	President Bruce D. Benson
Responsible University Officer:	Vice President and Chief Human Resources Officer
Responsible Office:	Office of Employee Services
Policy Contact:	Office of Employee Services
Supersedes:	N/A
Last Reviewed/Updated:	October 2, 2023
Applies to:	Universitywide

Reason for Policy: To clarify the roles of the campuses concerning *background checks*.

I. INTRODUCTION

This policy provides requirements and guidelines for the administration of *background checks*.

II. POLICY STATEMENT

- A. The campuses and system administration (campuses), in collaboration with appropriate campus faculty and staff governance groups as needed, shall develop and implement their respective policies and procedures for the administration of *background checks* on applicants for positions that campus policies require to undergo a *background check*.
- B. The president and the chancellors shall be responsible for the implementation and enforcement of such policies and procedures at their respective campuses.
- C. Campus policies should also include the definition of *security-sensitive positions*, which can differ between campuses.

III. DEFINITIONS

Italicized terms used in this Administrative Policy Statement (APS) are defined in this section.

- A. *Background check* means the process of conducting a reference check and gathering and reviewing criminal history records, financial history records, and/or motor vehicle records and/or national sex offender records of the final applicant seeking employment with the university.
- B. *Criminal history record* means a written record or information furnished by a criminal justice agency or third-party vendor in the business of obtaining and providing criminal history records relating to an individual's criminal

convictions. A criminal history record does not include an individual's arrest or conviction records that have been sealed by court order.

- C. *Final applicant* means a current, former, or prospective employee recommended for hire, transfer or promotion and to whom a contingent offer is being made.
- D. *Financial history record* means a written record or information furnished by any court of civil law, credit reporting agency (credit report), or a third-party vendor in the business of obtaining and providing credit reports for the purpose of evaluating applicants for employment.
- E. *Reference check* means the process of contacting individuals, including current and former employers, companies, educational institutions, that may reasonably be calculated to provide relevant information regarding a final applicant's fitness for university employment.
- F. *Security-sensitive position* means a position which includes responsibilities defined as security-sensitive in campus policies and procedures. Such position may require additional levels of background checks for final applicants.

IV. INTERPRETATION

The Office of the Vice President and Chief Human Resources Officer shall interpret this policy. Campuses may designate an individual or organizational unit to provide interpretation of their respective policies and procedures.

- A. Nothing in this policy shall be interpreted to conflict with campus policies relating to investigations of motor vehicle records for employees and/or applicants whose job duties require the use of university vehicles.
- B. Nothing in this policy shall be interpreted to limit the university's right to conduct *background checks* on current employees when circumstances warrant.

V. LINKS TO CAMPUS POLICIES ON BACKGROUND CHECKS

- A. [CU Boulder](#)
- B. [CU Colorado Springs](#)
- C. [CU Denver | Anschutz Medical Campus](#)
- D. [CU System Administration](#)

VI. HISTORY

Original Administrative Policy (APS 5028) Titled: Background Checks for Security-sensitive Positions and Officers was adopted July 1, 2004. It was revised on July 1, 2007, and rescinded July 1, 2009.

APS 5050-Background Checks:

- Adopted: January 1, 2011.
- Revised: July 19, 2017 - Reviewed and non-substantive changes implemented.
- Last Reviewed: October 2, 2023.