



June 26, 2014

MEMORANDUM

TO: School/College Human Resources Representatives
FROM: Stephen Lund, Director, Academic Personnel Office
RE: Criminal Background Checks (CBC) and I-9s for Research Assistants

Effective July 1, 2014, new Research Assistants (RAs) will be treated like Project/Program Assistants (PAs) for purposes of criminal background checks and I-9s. That is, all new RAs must have a criminal background check and must complete an I-9.

This decision, reached in consultation with the Provost, Dean of the Graduate School, Vice Chancellor for Finance and Administration and the Office of Legal Affairs, brings us in line with our peer institutions and in compliance with outside requirements.

The I-9 and CBC requirements are prospective only. Schools and colleges do not need to conduct background checks or complete I-9s for RAs hired before July 1, 2014. There is one exception, however. Current RAs with access to vulnerable populations, as described in the Criminal Background Check policy, must have a background check conducted as soon as possible as was required for all other employees earlier this year.

As is the case with TAs and PAs, you can hire a new RA prior to completing a criminal background check – as long as the appointment letter includes the standard language that makes the position contingent upon successful completion of the check.

If you have any questions about this change, please feel free to email me.

xc: Paul DeLuca, Provost
Darrell Bazzell, Vice Chancellor for Finance and Administration
Martin Cadwallader, Dean, Graduate School
Wendy Crone, Associate Dean, Graduate School
Ben Griffiths, Office of Legal Affairs
Bob Lavigna, Assistant Vice Chancellor, Office of Human Resources
Mark Walters, Director, Classified Human Resources
Jennie Taylor, Director, IFSS

Office of Human Resources