

**Q1. Graduate Students admitted are offered fellowships and employment 2-5 years and the hiring is done quarterly. Can't we have them go through the misconduct check when admitted?**

Answer: No, we can't technically have the graduate student go through the misconduct check until they are being offered employment (i.e., employment letter).

**Q2: I have a quick question regarding summer session hires to ensure I'm understanding the process correctly:**

**If a department is recommending a TA or GSR for summer sessions, and the candidate has already completed the misconduct check during their initial employment with their home department, we would not need to repeat the misconduct check, as this is considered a concurrent appointment.**

Answer: Correct, the TA/GSR would not need to do another misconduct check since they initially completed the misconduct check with their home department.

**Q3: The misconduct check would only need to be completed if the candidate was hired before 1/1/2025 and did not undergo the check at that time, correct? In this situation, could you please clarify whether the recommending department or the Summer Sessions office is responsible for completing the misconduct check for their recommended hires?**

Answer: Correct, if the TA or GSR was hired prior to 1/1/25 and is being offered an appointment for summer session, then Yes, they would need to complete the misconduct check. The recommending department would be completing the misconduct check for their recommended hires.

**Q4. Student have to complete the survey within 5 days of what?**

Answer: Student would complete the survey from the time they initiate the misconduct survey.

**Q5. Will graduate admissions offers include language about employment being contingent on passing this background check. My recommendation is that someone speak with Elisa Gutierrez, Director of Graduate Admissions about that.**

Answer: Graduate Division was advised to add language through Graduate Division website to notify graduate students that "Offers of employment are dependent on completing a misconduct disclosure and potential background check."

**Q6. Where will the completion of this process be noted for reference? I assume the third-party platform. I suggest that survey requests be tied to SID and that we be able to see that we can see if any student on campus has completed this process, even if we didn't initiate it, since we hire from other depts.**

Answer: We are working with the vendor to figure how we can allow for global inquiry to check if an individual has already completed a misconduct disclosure. We may assign a person at the ORG level for this inquiry. For the time being, Central offices would have access to confirm.

**Q7. What do we do if previous employers don't respond?**

Answer: APO will follow up with the previous employer and provide them up to 10 business days to respond. The reviewing committee will ultimately make final determination if the candidate is eligible for hire.

**Q8. How soon can we send the survey?**

Answer: The misconduct check questionnaire survey may be sent via Qualtrics as soon as you have identified the final candidate and is being offered employment.

**Q9. Just to confirm, if a visiting professor is being reappointed for a 2<sup>nd</sup> or 3<sup>rd</sup> year, do they need to complete the questionnaire?**

Answer: If the Visiting Professor is being reappointed in the same academic series each year, then they don't need to complete the misconduct questionnaire.

**Q10: Is there a template notice that we would issue to candidates if they are not eligible to be hired?**

Answer: APO will work on providing a template notice.

**Q11: How frequently does the committee meet to review the appointment files?**

Answer: In general, the reviewing committee will be evaluating the information (survey, employer and employee's responses) and will provide a final determination as soon as possible. We currently don't have a set frequency, but can work on discussing this further with the reviewing committee.