BCOE Academic Misconduct Check Process

Effective: January 1, 2025

1. Request for hire initiated within the Department for non-senate appointments.
2. **Interim Process:**
    - Email candidate a Qualtrics link to complete: Misconduct Disclosure Questionnaire
    - CC APO academicpersonnel@ucr.edu.
3. **APO Will Provide Misconduct Check Clearance**:
    - **Cleared**: Department continues hiring process.
    - **Not Cleared**: APO notifies department; consider next candidate.
    - **Candidate cannot start work until misconduct clearance is received**.
4. Non-Senate Appointment Packet and Misconduct clearance should be emailed to CPSU.
    - CPSU will email appointment letter to the department for signature.
    - At this time, Misconduct Check Clearance does not need to be recorded in UCPath.
5. **Offer Letter/Appointment Letter**:
    - Include the misconduct notification statement in all offer letters:
      *"*This offer is contingent upon you clearing an Employment Misconduct Disclosure review where you will be required to disclose any final administrative or judicial decisions within the last seven years determining that you committed any misconduct and provide information related to investigations and appeals.

Deadlines

- Candidate must respond to the Qualtrics survey within **5 business days**.
- APO follows up with prior employers within **5 business days** of receiving candidate authorization.
- Candidates may respond to adverse findings within **5 business days**.

Tips for Departments

- Non-senate appointments that are not being "recruited" should receive the misconduct disclosure first (CC APO on the email), the candidate will need to complete the misconduct Qualtrics survey. Once misconduct clearance is received, the department may proceed with the appointment.
- **Track Progress**: Maintain a spreadsheet for tracking candidate survey completion.
- **Graduate Students**: Applies to new hires or re-hires after a break in service (e.g., Spring 2025).
- **Secure Storage**: Keep all records confidential and aligned with UC retention policies:
    - **Hired**: 5 years after separation.
    - **Not Hired**: 4 years after recruitment ends.

Future Updates

- **Transition to Vendor (e.g., TrueScreen)**:
    - Secure platform for managing disclosures.
    - Estimated cost: $5.00 per candidate (department-funded).

Population	Misconduct Check	Frequency	Additional Notes and References
Senate Faculty: Professor Series Professor of Teaching Series	Yes	New appointments	CPSU will initiate the Misconduct Check.
Non-Senate Academic including without Salary	Yes	New appointments *Reappointment not required.	Dept. will initiate the Misconduct Check.
ASEs • TA • Associate Instructor • Teaching Fellow • Tutor • Remedial Tutor • Reader	Yes	Upon employment. Shifts between different ASE or GSR appointments do not require a new misconduct disclosure. Depts. will need to verify with other Orgs. and/or depts. to verify that a misconduct check was cleared.	Dept. will initiate the Misconduct Check.
Graduate Student Researchers	Yes	Upon employment. Shifts between different ASE or GSR appointments do not require a new misconduct disclosure. Depts. will need to verify with other Orgs. and/or depts. to verify that a	Dept. will initiate the Misconduct Check.

		misconduct check was cleared.	
Postdocs	Yes	New appointments	Dept. will initiate the Misconduct Check.
Academic Volunteers/ Academic Contingent Worker	Yes	New appointments	Dept. will initiate the Misconduct Check. Volunteer Application: https://hr.ucr.edu/talent-acquisition-diversity-outreach#volunteer-appointments UC Patent Policy and Patent Acknowledgement Form if participating in research: https://hr.ucr.edu/general-administration

Reference Links:

Recruitment and Appointment | Academic Personnel Office

- FAQs-Misconduct Disclosure Requirements for Proposed Hires Under CA SB 791 and AB 810 (link)
- Misconduct and Background Check Guidelines (link)
- VPAP Memo SB 791 and AB810 (link)