

Criminal Background Check Employment Category

Category A (Vendor Search):

- All newly hired or assigned faculty, post docs, and staff (including part time and temporary)
- All newly hired or assigned University Affiliated Workers (a worker with access to UTSA resources/paid through private, federal, or other state agency. e.g. UTHSCSA professor)
- Person of Interest (POI) - Overnight travel with staff or students, access to UTSA resources, and requires a job record in PeopleSoft
- Youth camp employees working with minors
- Contractor (independent contractor hired by UTSA)

Newly assigned = No job record within 1 year in PeopleSoft

Category B (DPS Secure site):

- Newly hired or assigned student position
- Current staff employee (Internal Applicant) who applied through STARS
- Current faculty employee (Internal Applicant) who applied through STARS for a staff position

Category C (DPS Public site):

- Faculty reassignment with a break in service of greater than 4 months but less than 1 year
- Staff or student rehire with a break in service greater than 4 months but less than 1 year
- Staff or student reassignment (reclassification, transfer, promotion) with a title or department change (does not include progressions in a job family)
- Person of Interest (POI)
 - With no job record in PeopleSoft
 - Who do not travel overnight with staff or students
 - No network access
 - No access to other UTSA Resources
- Student volunteers

NOTE: If rehired after a 12 month break in service an applicant must have a CBC consistent with category

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No CBC will be required for the following:

- Faculty reassignment within 4 months regardless of title or department change
- Faculty promotions (e.g. Lecturer to Sr. Lecturer or Tenure Track to Tenure)
- All titles rehired/reassigned/reappointed within 4 months and going back into the same department or same title (does not include applicants who applied through STARS)
- Temporary Agency Employees (CBC completed by the agency)