

Category A:

- 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. UTHS SA professor)
- Person of Interest (POI) - Overnight travel with staff or students, access to UTSA resources, and requires a job record in PeopleSoft
- Employees/Volunteers working with minors such as youth camp
- Contractor (independent contractor hired by UTSA)

Newly assigned = No job record within 1 year in PeopleSoft

Category B:

- Newly hired student position (see exceptions for student rehires)
- Current staff employee (Internal Applicant) who applied through the applicant tracking system.
- Current faculty employee (Internal Applicant) who applied through the applicant tracking system for a staff position

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

CBC Exceptions:

NO CBC IS REQUIRED FOR:

- Faculty reassignment within 4 months regardless of title or department change
- Faculty promotions (e.g. Lecturer to Sr. Lecturer or Tenure Track to Tenure)
- Internal staff promotions or reclassifications (does not include applicants who applied through applicant tracking system)
- All titles rehired/reassigned/reappointed within 4 months and going back into the same department and same title (does not include applicants who applied through applicant tracking system)
- Temporary Staffing Agency Employees (CBC completed by the agency)
- Involuntary Transfers or Reclassifications unless a CBC is deemed necessary by the supervisor or department head based on the circumstances.
- Assignment changes solely due to funding (e.g. student assistant I (work-study) to student clerk or same title and same department with an account change).
- Student applicants (graduate /undergraduate) applying to a paid student title, UTSA may rely on a CBC performed at the institution within the past 60 months as long as:
 - The student has not had more than a 4.5 month break in service.
 - The student is in a position with the same background check requirements.