

# UNIVERSITY OF WYOMING

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## Guidelines for Complying with UW's Criminal Conviction Hiring Policy: for Academic Personnel and Administrative Professionals in Academic Units

**Purpose:** In order to comply with the UW Criminal Conviction Hiring Policy all academic units are to be guided by the policy statement listed below:

It is the policy of the university not to hire any person convicted of a crime the nature of which is reasonably related to the applicant's fitness for the job. No person convicted of a felony of any nature shall be hired without the approval of the hiring unit's vice president or the Director of Athletics, if appropriate. Further, it is against university policy to hire any person who has been convicted of (1) a felony involving violence or (2) a sex crime against a minor or a sex crime involving violence.

**Process:** UW has adopted the following guidelines and process to meet the hiring policy requirements:

1. Preferably at least six weeks prior to beginning work, all potential academic personnel hires are required to complete a UW Application or a Disclosure & Certificate of Applicant form and submit it to the hiring department or unit. The form is available on the HR website at:  
  
<https://uwadmnweb.uwyo.edu/hremployment/PS-14.asp>
  - a. Departments should be aware that if the normal six-week requirement cannot be met, and an applicant discloses a conviction, the applicant may not begin work of any kind at UW until the necessary background investigation has been completed and the hire has been approved by the Vice President for Academic Affairs.
2. Any candidate who discloses a conviction of a crime that is prohibited by the UW Criminal Conviction Hiring Policy will not be eligible for employment. If the applicant discloses such a prohibited crime or a felony conviction of any kind, the pertinent college dean or academic program director must be notified immediately. That person will determine, in consultation with the Vice President for Academic Affairs, whether to proceed through the process. The dean or director will inform the department of the decision. Inadequate time to conduct the necessary background investigation and review may result in a decision to proceed no further in the process.
3. A department granted permission to proceed must notify Human Resources (HR) of the need for an investigation concerning a disclosure a minimum of 4 weeks prior to start date. HR will

request the necessary documents from the applicant and will report findings to the Vice President for Academic Affairs.

- a. It is the candidate's responsibility to provide all necessary documents to HR in a timely manner. Failure to do so may delay or prevent the candidate from being hired into the position for which the candidate has applied.
  - b. No candidate is permitted to start work until a review is completed by HR; and
  - c. The Vice President for Academic Affairs has final authority to approve or deny employment.
4. In addition, thorough background screenings are strongly recommended for candidates with criminal convictions prior to extending an offer of employment. The costs of formal background checks must be borne by the hiring department.
  5. All materials relating to a criminal conviction of any candidate will be retained at Human Resources.