Scholarship Committee 2009-2010
Final Report

by
Doug Eckel, Associate Dean, School of Management
Chair, Scholarship Committee

Members of the Committee

<table>
<thead>
<tr>
<th>First</th>
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<th>School/Office</th>
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<tr>
<td>Doug</td>
<td>Eckel</td>
<td>Vote</td>
<td>SOM</td>
<td><a href="mailto:doug.eckel@utdallas.edu">doug.eckel@utdallas.edu</a></td>
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<tr>
<td>Shelly</td>
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<td>Vote</td>
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<td><a href="mailto:sdi063000@utdallas.edu">sdi063000@utdallas.edu</a></td>
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<td>Kruti</td>
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<td>Vote</td>
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<td>John</td>
<td>Hoffman</td>
<td>Vote</td>
<td>NS&amp;M</td>
<td><a href="mailto:jhoffman@utdallas.edu">jhoffman@utdallas.edu</a></td>
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<td>Simeon</td>
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<td>Vote</td>
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<td>Robert</td>
<td>Stillman</td>
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<td>B&amp;BS</td>
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<td>Sheila</td>
<td>Pineres</td>
<td>Vote</td>
<td>Provost’s Office</td>
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<td>Barbara</td>
<td>Seale</td>
<td>NV</td>
<td>Development</td>
<td><a href="mailto:bas023000@utdallas.edu">bas023000@utdallas.edu</a></td>
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<tr>
<td>Paula</td>
<td>Austell</td>
<td>Staff</td>
<td>Development</td>
<td><a href="mailto:paustell@utdallas.edu">paustell@utdallas.edu</a></td>
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<tr>
<td>Karen</td>
<td>Jarrell</td>
<td>NV</td>
<td>Financial Aid</td>
<td><a href="mailto:karen.jarrell@utdallas.edu">karen.jarrell@utdallas.edu</a></td>
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<tr>
<td>Cathy</td>
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<tr>
<td>Carmen</td>
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<td><a href="mailto:carmen.velez@utdallas.edu">carmen.velez@utdallas.edu</a></td>
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<td>Rodolfo</td>
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<td>NV</td>
<td>Int’l Education</td>
<td><a href="mailto:rfo@utdallas.edu">rfo@utdallas.edu</a></td>
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<tr>
<td>Naomi</td>
<td>Emmett</td>
<td>Staff</td>
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<td><a href="mailto:nre091020@utdallas.edu">nre091020@utdallas.edu</a></td>
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<td>Curt</td>
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<td>Sarah</td>
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<td>Staff</td>
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<td><a href="mailto:sjh022000@utdallas.edu">sjh022000@utdallas.edu</a></td>
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Meetings
The Committee met twice in person, and voted on various items via email five times. Minutes of the two meetings are appended below:

University Scholarship Committee Meeting Minutes
November 4th, 2009

Doug called the meeting to order. There were three agenda items:
1. A discussion of operating procedures for the 2009-2010 AY
2. A review of the bylaws, and
3. The scheduling of the review for the Minnie K. Patton Scholarship, due prior to Thanksgiving

Discussion of operating procedures opened on the issue of deadlines in the spring for FAFSA submission. However this topic morphed into a discussion of the Committee’s basic policy of scholarship distribution, centering on the question of whether we should, when possible, emphasize supporting new, transfer, or continuing students with the funds at the Committee’s disposal. This emphasis might drive the discussion of deadlines.
Cathy and Karen suggested we needed an earlier deadline to make the scholarship decisions for new students. Doug stated he had a bias toward using the funds to attract new students. Dean Coleman felt new students, in particular freshmen have a lot of support available, and that the gap in funding was in support for transfer and continuing. Others agreed. It appeared as though there was more support for maintaining the emphasis on transfer and continuing student aid with the scholarships at the Committee’s disposal. Doug would like to review the universe of financial aid and see where the gaps might be, in order to provide more data for this discussion.

We did not resolve entirely the issue of FAFSA and application deadlines, and the committee and staff will have to revisit that issue. Karen did request that we try to do our work earlier in the Spring, aiming to get decisions made no later than May. She wants to send out financial aid awards no later than May 31st. Summer is too late as the FAO has already awarded the student and a separate round of manual adjustments would need to be made, new award letters printed, and a great deal of work is necessary to readjust the aid. She felt that the latest an award should be made to a continuing student is before they leave campus for the summer. (Sheila made the point in commenting on the minutes, that this also helps with retention.)

Other procedural topics:

Regarding using the “O” drive for dissemination of scholarship applications and other data for the committee. Dean Coleman suggested we look into using the software Xythos for coordinating our decision-making. We agreed to look into that. The committee also supported continued use of email for voting/decisions after a summary on the applicants has been prepared by Financial Aid/Naomi Emmett.

We briefly discussed that the Committee members will need to access and review Minnie K. Patton Scholarship information quickly to make the November deadline for submissions to Bank of America. Apparently the BOA acts as sort of an “escrow agent” in funding this scholarship.

Doug and the FAO Staff would like to review the current scholarship application forms and draft a cover sheet listing the qualifications for each scholarship, allowing use of just one application for all the scholarships. Students would check the scholarships for which they believe they are qualified.

The committee then reviewed the bylaws (final version from changes voted on in January and June, 2010 appended below).

(Note: I first incorporated the changes from Proposed additions to Scholarship Committee Bylaws beginning Summer 2007, by the Scholarship Committee (E. Salter Chair 2006-2007). I then tracked all the changes suggested during the meeting. I also removed all of the material relating to IEFS.)

Scholarship Committee By-laws
Adopted by Committee: January 31, 2010, and July 6, 2010

Guide to by-laws
Students should be aware of all the Scholarship Committee by-laws as they will affect the awarding of scholarships. The University Senate must also approve these changes.

1. The Committee will only accept letters of recommendation from UTD faculty and advisors, except in the case of transfer scholarships for which we will accept letters from external faculty.
2. Late applications will not be considered.
3. Students applying for all but the “entrance” scholarships must be degree-seeking and have successfully completed 12 hours at UTD at the undergraduate level, or 9 hours at UTD at the graduate level, except in cases where the conditions of the scholarship require exceptions.
4. The Committee will award as many scholarships as possible before the beginning of the fall semester to help with retention and to reduce financial need. This means that the Scholarship Committee appointed in the fall has to meet during the fall, and most importantly during the spring.

5. The Committee will start awarding scholarship monies for the upcoming fall beginning in March of the same year. This means that the bulk of the work of the Scholarship Committee will be conducted over the spring, and so members of the committee should be selected who are available to serve over this time frame.

6. When there is any mention of financial need as a criterion in the scholarship, the Committee requires that a “FAFSA” form be submitted.

7. The Committee will award scholarship monies as equitably as possible since there are a large number of applicants who apply for all the advertised scholarships. To do this, the Committee will, in general, take into consideration the total amount of awards to students, eliminating some large scholarship recipients from consideration for smaller scholarships, and in some cases combining different scholarships to create an appropriate level of award for a student.

8. Decisions of the scholarship committee are final. They are not subject to appeal. Members of the committee should not discuss decisions with students who want to know why they did not get an award. The Committee will notify students whose applications were not accepted to tell them the reason only when it is appropriate to do so (e.g. their application was received late, they did not have appropriate references, or sufficient references etc.).

9. For prestigious awards, “runners up” will be chosen in case the initial awardees decline or cannot accept the award.

10. To simplify administration and potential auditing concerns, whenever possible the Committee will disburse the total amount of a scholarship in one lump sum in the semester in which it is awarded, rather than hold a portion of the scholarship to be awarded conditionally at a later date.

11. All members of the Scholarship Committee will have computer accounts set up that will enable them to view Scholarship Applications online. This will involve encryption software, and any other measure to ensure the security of student information (FERPA).

12. When outside parties wish to review particular scholarship applicants and provide the committee with recommendations regarding suitable or preferred candidates for their awards, their representatives will be required to review redacted versions of the applications at a location on campus to ensure confidentiality of student records.

13. The Committee will only consider applications of “Consortium students” who are enrolled for 5 or more credit hours at UTD in the semester in which the award is made.

14. To facilitate students who wish to apply for departmental scholarships, the Committee will name a departmental contact for each department. This contact information is provided to the Financial Aid Office.

15. Scholarship applications require new documentation including letters of recommendation with each application. It is not sufficient to refer to dated material of previous years or materials not submitted with the application that may be on file somewhere in the university.
University Scholarship Committee Meeting Minutes  
April 23rd, 2010

Doug called the meeting to order. We received the following list of funds available for distribution from Barbara Seale and Paula Austell in the University Development Office in the following scholarship accounts:

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<thead>
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<th>Scholarship</th>
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<tr>
<td>SELDEN LEAVELL ENDOWED SCHOLARSHIP</td>
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<td>$80,050.32</td>
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Applications for the Northwood Women’s Club Scholarship will be presented to the club’s philanthropy committee today, Friday, April 23rd, to review the redacted applications and rank them according to their recommendations. They will then submit their rankings to us on Monday, April 26th. The members of this club are very involved (as allowable) in the award process. Also the recipients will be invited to their May luncheon.

Some changes to the generic application were discussed for next year. Specific scholarships need information on an applicant’s high school attended, veteran status, and whether or not they are registered with the disabilities office. Someone noted that we should work with Kerry Tate, the Assistant Director of Disability Services (x2098), to identify students who are eligible for the Caddell Scholarship.

Doug then asked some questions about general guidelines for developing our selections. The committee decided to spread out the funding as much as possible, using different individual scholarships or a mix of scholarships where appropriate. In general, the committee wants to provide a total grant of $1,000 again where appropriate in order to leverage Texas-resident tuition. All of the FAFSA and remaining needs figures in the files are based on last year’s data, so Doug ignored those amounts for creating the master list of eligible students.

The committee worked to clarify the guidelines for the Moller scholarships, and will use the list provided by staff for the Moller Veterans Scholarship as the list of recipients for that specific award.
The committee needed to make an immediate decision on the Richardson Women’s Club Scholarship recipient, and after looking at the candidates chose Cindy He to pass along to the organization.

Doug promised to restructure the composite worksheet of the universe of applicants so that the committee can consider a plan for awarding all of the scholarships being funded. He will send that file out to the committee next week and solicit comments and a vote on the distribution.

Meeting adjourned.

Separate Votes by Email: The committee voted in November on the Minnie K. Patton Scholarship distribution (this vote was coordinated by Shelley Lane, Vice Chair, as I was out on sick leave during that period). We then voted in February on the Women’s Center Scholarship award after they reviewed the redacted applications and gave us a ranking (all nine voting members supported the recommendation by the Center.) In March we voted by email on the first version of the changes to the bylaws (7 members voted yes, no one voted no, motion to approve passed).

At the end of April and the first week in May, we voted by email on the composite University Scholarship distribution recommendation, which had been posted on the ‘O’ drive. The distribution included 60 $1,000 scholarships, the two Northwood Women’s Club scholarships, and a couple of small grants, totaling all together just under $80,000. 65 out of 95 students received a scholarship.

(This compares to 87 awards for a total of $161,450 in AY 2008-2009. The individual scholarship awards ranged from $1,000, with one person getting two $500.00 awards, to $8,500. The maximum received by any one person was $9,500, and that was to a person who got $8,500 and $1,000 for a need based award. The typical award was for $1,000.00 with the Scholarship Committee trying to disburse the money as widely as possible. The two processes were very similar in their method and outcome.)

The distribution combined individual committee member’s recommendations for specific funds from the April meeting with a ranking scheme for all the eligible students in this year’s round. The rows (individual students) contain information on the specific scholarships they have applied for. I systematically applied the available funds going down the list. The rank order of the list uses GPA and number of hours completed at UTD to rank all of the candidates. I discounted students who had only a few credit hours (less than 6) under their belts, believing that they will certainly have future opportunities to get scholarships if they maintain their high GPAs. I also left out PhD students because they should be getting support from other sources.

As in past years, our general approach was to spread out the money as far as it would go, sticking with a minimum award of $1,000 to keep open the opportunity of leveraging the Texas-resident tuition benefit. Only three students received more than $1,000, the three women’s club recipients. The Northwood group wanted to give their funds out in two awards this year at $9,550 apiece. Three alternates for their award are listed. Approval of this composite distribution plan was our major vote for the year, and 7 members voted yes, no one voted no, so the distribution was approved.

Then we voted one more time on in July on the final recommendation for the changes to the bylaws so that I could send them to the faculty senate (5 out of 8 members including Eckel, Hoffman, Lane, Stillman, and Dholakia, voted yes, no one voted no, so the motion passed). I sent the revised bylaws to Murray Leaf on July 22nd for presentation to the faculty senate, probably during the August meeting.

Comments: Regarding the bylaws, we made one substantive change (“To simplify administration and potential auditing concerns, whenever possible the Committee will disburse the total amount of a scholarship in one lump sum in the semester in which it is awarded, rather than hold a portion of the scholarship to be awarded conditionally at a later date.”) All other changes involved either editing to improve clarity, or the removal of the international travel scholarship guidelines; that scholarship was taken over by Dr. Rodolfo Hernández Guerrero and the Office of International Education this year. We very much took our lead from the previous year’s committee in how we allocated the scholarships.
I think the year went very well. We succeeded in moving up the timetable to satisfy Karen's and Sarah's concerns and get the notifications out to recipients earlier. We received excellent support from the new Financial Aid staff person, Naomi Emmett, as well as the staff from the Development Office, Barbara Seale and Paula Austell. My thanks to all the committee members for their attention, and I look forward to working with Shelly and Simeon, the new Chair and Vice-Chair respectively, for the 2010-2011 academic year.

Respectfully submitted,

Doug Eckel, Associate Dean, School of Management
Chair, University Scholarship Committee
August 31, 2010
I. PURPOSE:

The University of Texas at Dallas is committed promoting campus safety and the security of personal and University property, consistent with the requirements of law and prudent financial and programmatic practices. As part of this commitment, the university seeks information on the possible criminal history of all individuals under consideration for appointment to full time positions and all positions deemed “security sensitive” under Texas law. This policy defines the acquisition and use of such information by the University.

II. WHEN BACKGROUND CHECKS ARE REQUIRED:

A. For applicants other than current employees who are under final consideration for a full-time staff or faculty position, following normal screening and selection processes;

B. For a current employee, staff or faculty, who is under consideration for a transfer, promotion or reclassification from a non-security sensitive position to a position designated as a security sensitive position;

C. For a current employee who is under consideration for a transfer, promotion or reclassification from one security sensitive position to another security sensitive position if the University has not previously obtained either criminal history record information or criminal conviction record information; and

D. For current employees, students, and volunteers whose assignments involve contact with minors on a regular basis outside the scope of faculty/student instruction. Examples of types of activities involving minors that would require criminal background checks are summer camps, research involving human subjects, or volunteer activities. A minor is a person under the age of 18.

III. USE OF INFORMATION:

A. Such criminal history or criminal conviction information will be used only for the purpose of assuring that employing the individual will not pose a reasonably foreseeable danger of financial loss to the institution or violent behavior toward others.
The information will not be used to discriminate on the basis of race, color, national origin, religion, sex, disability, age or sexual orientation.

B. Such criminal history or criminal conviction information will be treated as confidential as required by law. Such information will not be made a part of the applicant’s file, or the employee’s personnel file, or communicated to any unauthorized person. The release of such information pertaining to staff must be authorized in writing by the Senior Vice President for Business Affairs. The release of such information pertaining to faculty must be authorized in writing by the Provost. The release of criminal history information to unauthorized persons is a criminal offense under *Texas Government Code* §411.085.

C. The results of a criminal background check on a currently employed faculty with tenure may result in consideration of termination for cause. In such cases, however, the criterion for the adverse action shall be whether the record amounts to moral turpitude or whether the conviction is for a felony related to the faculty member’s professional capacity as a teacher, writer, or scholar.

D. The University will assure that no decision will be made on the basis of information obtained through a criminal background check or criminal history check under this policy without providing that information to the person being considered and giving them an opportunity to respond or offer corrections in accordance with Section VI.

**IV. DEFINITIONS:**

A. *Applicant:* An individual who applies for a position within The University of Texas System, whether the individual is an outside candidate or a current employee of The University of Texas System

B. *Controlled Substance:* This term has the meaning assigned in Texas Health & Safety Code §481.002, as that section may be amended from time to time.

C. *Criminal Conviction Record Information:* Public information maintained by the Department of Public Safety, as provided in Texas Government Code §411.135.

D. *National Criminal History Record Check (NCHRC):* A criminal history record check obtained from both the Texas Department of Public Safety and the Federal Bureau of
Item #8

Investigation based on fingerprint identification information, or a criminal record check obtained from a private vendor based on national criminal records.

E. **Hiring Official:** The Dean, in the Division of Academic Affairs, the Department Head, in other Divisions, the faculty member in charge of a laboratory or other facility; or the equivalent administrative official seeking to fill a vacant position.

F. **Full-time Position:** For staff, a full time position is one in which the employee is expected to perform their assigned duties five days a week or more, for a term of employment which is not limited to a specific period of less than one year. For faculty, full time employment is employment on a renewable contract to carry a full teaching load or its equivalent.

G. **Select Agent:** This term has the meaning assigned in 18 U.S.C. §175b, as that section may be amended from time to time.

H. **Security Sensitive Position or area:** Security sensitive positions or areas are those UTD positions or areas described in Texas Education Code § 51.215 (c) and Texas Government Code § 411.094 (a) (2), as those sections may be amended from time to time; positions that have responsibility for providing patient care or for providing childcare in a childcare facility, as that term is defined in Texas Human Resources Code §42.002 (3), as it may be amended from time to time; and positions that have direct access to, or responsibility for, pharmaceuticals, select agents, or controlled substances; or physical areas such as laboratories or facilities on the university campus that have been designated as security sensitive by the administrative officer or faculty member responsible for them.

In determining which specific positions to designate as security sensitive, the Executive Vice President and Provost and the Senior Vice President for Business Affairs will consider whether departments or other units perform functions that may pose increased risks at the University, considering factors including but not limited to the following:

1. All senior level administrative positions;

2. Responsibility for the preparation, maintenance or approval of the financial, payroll, personnel or purchasing systems;
3. Direct access to, or responsibility for, cash, checks or University property, disbursement or receipts;

4. Significant inventory control responsibilities, including receipt and release of inventory;

5. Responsibility for execution or approval of financial transactions;

6. Direct responsibility for the care, safety of security of humans or the safety or security of personal University property;

7. Responsibility for operating, in the course of normal job duties, University-owned or leased vehicles, machinery or toxic systems that could cause death, injury, or illness;

8. Direct access to, or responsibility for classified information pertaining to the national defense;

9. Direct access to data protected by Federal or State law or non-disclosure agreements, medical records, personnel records, other personnel data or confidential criminal justice information, or to critical data processing systems.

V. SOURCES:

The following sources may be used as appropriate:

A. Applicants who are not current employees or current employees seeking promotion or transfer from a non-security sensitive position to a security sensitive position:
   1. The Texas Department of Public Safety Crime Records Service – Secure Site. (The Secure Site can provide a National Criminal History Record Check.)
   2. A private vendor that offers national criminal background check services.
   3. Other state, national, and international sites.

B. Current Employees:
   1. The TX DPS Crime Records Service – Public Site.
   2. Other public state, national, and international sites.

VI. PROCEDURES:

A. The President has designated the Executive Vice President and Provost as the official responsible for designating which faculty positions or areas are security sensitive, and the Senior Vice President for Business Affairs as the official responsible for designating which non-faculty positions or areas are security sensitive.
sensitive. Directors of administrative offices who wish to designate certain positions as security sensitive should notify the Vice President for Business Affairs; faculty responsible for positions that they wish to designate as security sensitive should notify the Provost.

B. Only the Chief of Police is authorized to initiate requests on behalf of the university for criminal history record information or criminal conviction record information from the Texas Department of Public Safety, other law enforcement agencies, or private agencies designated by the University for this purpose.

C. The public site and secure site of the Texas Department of Public Service Crime Records service do not require a signed release from the applicant for whom the information will be sought. No release will be sought from applicants for non-security sensitive positions. Applicants for security sensitive positions will be asked to sign the appropriate university release form. There will be two such forms. One form will be for information from the DPS secure site, the other will be for information from a private donor that offers national criminal background check services. Both forms will clearly specify which agency will be used and what information will be sought.

D. Security sensitive positions will be identified as such in job descriptions and vacancy advertisements. Hiring officials are responsible for requesting that an applicant who is the finalist for a security sensitive position complete the appropriate UTD Criminal Background Check Form. The hiring official will forward the completed form and a copy of the criminal convictions section of the finalist’s employment application to the University Police Department. An applicant who refuses to complete, sign, and submit the form will be removed from further consideration for the position.

E. Upon receipt of a request for criminal history information, with the accompanying release form if required, the Chief of Police will promptly obtain and review the individual’s criminal history record information or the individual’s criminal conviction record information for the last seven years. The Chief will provide the hiring official or faculty member with the results of the investigation and cause the
UTD Police Department section of Criminal Background Check Form to be completed. No other notes are to be made on that form.

F. If the results of an applicant’s criminal history record information investigation suggest that the applicant may pose an undue risk to others or to the university, the hiring official may, at his or her discretion, consult with the Chief of Police, the Director of Human Resources, and/or the appropriate Vice President about the risk. However, it is the responsibility of the hiring official to evaluate the risk and make the final hiring decision. The evaluation should be based on such factors as the duties of the position, the nature and number of offenses, the dates of the offenses, employment and rehabilitation history, accuracy of the information on the employment application, and other job-related factors.

G. The criminal background check for security sensitive positions will consider up to seven prior years of employment and residence for purposes of review.

H. Questions regarding compliance and other issues related to security sensitive positions should be addressed to the Executive Vice President and Provost or to the Senior Vice President for Business Affairs, as appropriate.

VII. NOTIFICATIONS AND OPPORTUNITY TO RESPOND:

A. Pre-adverse Action Disclosure. If the University receives a report indicating that a current employee has a criminal record the hiring official will notify the employee that such a report has been received and provide the employee with a copy of his or her report. If the report is a factor in considering adverse employment action - denying a job application, denying a promotion reassigning or terminating the employee - before any adverse action is taken, the individual will be notified of their right to challenge the accuracy and completeness of the report.

When the university has used a third-party vendor credit reporting agency to conduct the criminal record checks, the resulting report is considered a “consumer report” under the Fair Credit Reporting Act (FCRA). If a consumer report is relied on to deny employment, deny a promotion, reassign or terminate an

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1 The institution using a credit reporting agency for this purpose must have a procedure in place in accordance with the U. T. System Office of General Counsel issued model policy for addressing notice of address discrepancies received from a credit reporting agency regarding the subject of a report.
employee, the institution will provide the current employee with a specific pre-adverse action disclosure that includes a copy of the employee's consumer report and a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act” – a document prescribed by the Federal Trade Commission. The credit reporting agency that furnishes the individual’s report is required to give the institution the summary of consumer rights.

B. Opportunity to Respond for Staff Positions. Within five business days following the receipt of the report, the employee may submit additional information to the hiring official/supervisor relating to the criminal record and why it should not affect an employment decision. Before the hiring official/supervisor makes a final employment decision he/she will review all information provided to him/her with an official(s) designated by the institution and obtain a recommendation from the designated official(s) about whether to proceed with an offer or adverse employment action. The decision of the hiring official is final and may not be appealed. However, if the individual is a current employee standard employee grievance procedures may be used. Further, if the criminal record leads to termination, the established employee discipline and discharge procedures will be used.

C. Opportunity to Respond for Faculty Positions.

1. Outside Applicant. Within five business days following the receipt of the report, the individual may submit additional information to the hiring official relating to the criminal record and why it should not affect an employment decision. Before the hiring official makes a final employment decision, he/she will review all information provided to him/her with an official designated by the institution and obtain a recommendation from the designated official about whether to proceed with an offer. The decision of the hiring official is final and may not be appealed.

2. Current Faculty Member. Within five business days following their receipt of the report, the current faculty member may submit additional information to the Provost relating to the criminal record and why it should
not affect their employment. If the current faculty member so requests in writing, before the employment decision is made, the Dean or designated official will review the information with an officially designated faculty committee and obtain a written recommendation from the committee about whether to proceed with an offer or adverse employment decision. The faculty committee will be constituted completely by tenured faculty appointed by the President from the list of faculty recommended by the Senate to serve on faculty hearing tribunals in accordance with UTD PP1055. After the panel makes its recommendation, the affected faculty member may present a grievance, in person or through a representative, as described in the university grievance procedure UTD PP1050. The chief academic officer shall meet with the faculty member and then issue a written determination on the grievance. The decision of the chief academic officer is final and shall not be subject to further review. A current faculty member may invoke the procedures available under Regents’ Rules and Regulations, Rule 31008 related to termination and non-renewal where applicable.

D. **Post-Decision Disclosure When Private Vendor Services Used To Conduct Criminal Background Check.** If a consumer report has been relied on to deny employment, deny a promotion, reassign or terminate an employee after the institution has taken an adverse action, the individual must be given notice — orally, in writing, or electronically — that the action has been taken. It must include:

1. the name, address, and phone number of the credit reporting agency that supplied the report;
2. a statement that the credit reporting agency that supplied the report did not make the decision to take the adverse action and cannot give specific reasons for it; and
3. a notice of the individual's right to dispute the accuracy or completeness of any information the agency furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days.
VIII. POST APPLICATION/EMPLOYMENT: SELF-REPORT OF CHARGES, OR CONVICTIONS REQUIRED

A. Applicants. Applicants must report any charges or convictions occurring after the date of application to the hiring official. Failure to do may lead to disqualification from eligibility.

B. Current Employees. Continuing UT Dallas employees must report to their supervisor in writing, within five business days, any criminal charges brought against them or criminal convictions, excluding misdemeanor offenses punishable only by fine. Failure to do so is a violation of UT System policy and may lead to disqualification from eligibility for their position or disciplinary action as appropriate. Such disqualification or disciplinary will be subject to standard appeal or grievance procedures as applicable.

C. Hiring Official/Supervisor Obligation. A hiring official and/or supervisor receiving a self-report as required under this section must provide the information to university Vice President for Business Affairs (in the case of staff) or Provost (in the case of faculty) who will analyze the information for a determination regarding the individual’s suitability for the position.

IX. RETENTION OF CRIMINAL BACKGROUND CHECK RECORDS

A. Confidential Records. All criminal background check information will be regarded as confidential as required by law and will not be made a part of the applicant's file or the employee's personnel file. The information must be kept in a separate secure file and will not be communicated to any unauthorized person.

B. Criminal History Record Information. Under Texas Government Code § 411.085, the unauthorized release of criminal history record information, information obtained from the Texas DPS secure site consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, and other formal criminal charges and their dispositions, is a criminal offense and, consequently, the institution should seek legal advice with respect to any requested release of such information.
C. **Destruction of Criminal History Record Information and Specific Criminal Background Check Information.** The chief of police of the institution shall destroy all criminal history record information and specific criminal background check information that the institution obtained about the individual six months after it is obtained.

D. **Self Reports.** Self reports of charges or convictions, as required by Paragraph 10 above, will be maintained with the employee’s departmental records in accordance with the university’s record retention schedule.

X. **AUTHORITY**

Texas Education Code § 51.215 Access to Police Records of Employment Applicants

Texas Government Code § 411.094 Access to Criminal History Record Information: Institution of Higher Education

Texas Government Code § 411.135 Access to Certain Information by Public University of Texas System Policy xxxxx