

ACADEMIC PROFESSIONAL : SAFETY OR SECURITY SENSITIVE POSITIONS

ATTACHMENT B

		SAFETY OR SECURITY SENSITIVE ACTIVITY	Access to Food, Money, Inventory or Equipment, Access to sensitive/secure Information	Access to Keys	Access to Controlled Substances	Operates Motorized Equipment	Performs Hazardous Duties	Operates Heavy Equipment	Direct Contact With Pre-college Aged Children	Cashiering Duties
POSITION TITLE *	UNIT	DIVISION	Criminal Background Check		Drug Screening			Comprehensive Criminal Background Check		
Dean	CBM	Academic Affairs	x							
Dean	EHS	Academic Affairs	x							
Academic Support Services Specialist	Info Tech Serv	Academic Affairs	x							
Associate Director	Info Tech Serv	Academic Affairs	x							
Associate Provost (IT)	Info Tech Serv	Academic Affairs	x							
Director	Info Tech Serv	Academic Affairs	x							
Dean	LAS	Academic Affairs	x							
Dean/ University Librarian	Library	Academic Affairs	x							
Dean	PAA	Academic Affairs	x							
Assistant Provost	Provost Office	Academic Affairs	x							
Associate Provost (Budget & Planning)	Provost Office	Academic Affairs	x							
Resource and Policy Analyst	Provost Office	Academic Affairs	x							
Provost	Provost Office	Academic Affairs	x							
Associate Chancellor for Access and Equal Opportunity	Chancellor's Office	Chancellor's	x							
Associate Chancellor for Constituent Relations	Chancellor's Office	Chancellor's	x							
Associate Chancellor for Development	Chancellor's Office	Chancellor's	x							
Chancellor	Chancellor's Office	Chancellor's	x							
Executive Assistant to the Chancellor	Chancellor's Office	Chancellor's	x							
Staff Assistant	Chancellor's Office	Chancellor's	x							
Assoc Chanc & V Pres UIF	Development	Chancellor's	x							
Coordinator of Business and Stewardship	Development	Chancellor's	x							
Director of Annual Giving	Development	Chancellor's	x							

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POSITION TITLE *	UNIT	DIVISION	Criminal Background Check		Drug Screening			Comprehensive Criminal Background Check		
Director of Major Gift Development	Development	Chancellor's		x						
Assistant VP for Human Resources	Human Resources	Chancellor's		x						
Employment Services Manager	Human Resources	Chancellor's		x						
HR Coordinator	Human Resources	Chancellor's		x						
Chief of Police	Police Dept	Chancellor's					x			x
Admissions Counsellor	Adm and Rec	Student Affairs		x						
Assistant Director of Admissions	Adm and Rec	Student Affairs		x						
Assistant Director of Records and Registrations	Adm and Rec	Student Affairs		x						
Associate Director of Admissions	Adm and Rec	Student Affairs		x						
Associate Director of Admissions and Records	Adm and Rec	Student Affairs		x						
Associate Registrar	Adm and Rec	Student Affairs		x						
Athletic Director	Athletics	Student Affairs								x
All Coaches (All Sports)	Athletics	Student Affairs								x
Director	Day Care Center	Student Affairs								x
Assoc V Chanc for Stud Aff/Dir, Enrollment Mgmt	Enroll Mgt	Student Affairs		x						
Registrar	Enroll Mgt	Student Affairs		x						
Technical Analyst	Enroll Mgt	Student Affairs		x						
Recruitment Specialist	Enroll Mgt	Student Affairs		x						
Associate Director	Fin Asst	Student Affairs		x						
Director, Financial Assistance	Fin Asst	Student Affairs		x						
Assistant Director	Housing	Student Affairs								x
Director of Housing and Residential Life	Housing	Student Affairs								x

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POSITION TITLE *	UNIT	DIVISION	Criminal Background Check		Drug Screening			Comprehensive Criminal Background Check		
Residence Hall Director	Housing	Student Affairs								x
Assistant Director, Architect and Project Manager	Phys Plan & Oper	Student Affairs		x						
Director	Phys Plan & Oper	Student Affairs		x						
Environmental Health and Safety Officer	Phys Plan & Oper	Student Affairs					x			
Dean of Students	Student Affairs	Student Affairs		x						
Vice Chancellor for Student and Administrative Affairs	Student Affairs	Student Affairs		x						
Director of Student Life	Student Life	Student Affairs		x						

* If a position is defined as safety or security sensitive, an appointment using a visiting and interim modifier to the title would also be covered by this policy.

Access to Food, Money, Inventory, or Equipment, Access to sensitive/secure information:

Access to money is defined as access to large amounts of cash. *Sensitive or secure information* would be defined as personal information such as SSN and other personal identification that could be used for identity theft.

Access to keys:

Employees having access to keys for multiple offices or buildings. This is not intended to require a background check for unit/college staff who have keys for their office suite.

Direct contact with pre-college aged children:

Employees with care of or daily close contact with pre-college aged children including counselors and coaches who staff summer camps.