MODEL B (Faculty Policy)

SCHOOL OF
SEX OFFENDERS SCREENING POLICY

Policy Statement

It is the policy of IUPUI and the School of _____________ that no prospective or current faculty or academic appointee, including both full- and part-time people, who has been convicted of sex offenses against children shall be eligible for employment in the following positions or capacities: _________________________________.

Procedure

1. **Responsible Office.** The School Dean may designate (appoint) an individual to administer and coordinate the provisions of the Sex Offenders Screening Policy. The departments within the unit will work with the Dean’s designee in relation to hiring new faculty or other academic appointees.

2. **Periodic Review.** Periodically the [appropriate school committee] will review the policy, and recommend whether additional or different programs should fall within the scope of the policy.

3. **Pre-Screening for Hiring and Transfer.** Prior to hiring or transferring any full- or part-time faculty into an affected program or position, the person in charge of the program shall forward the names of prospective candidates to the responsible administrator. He/she will either review the Indiana Sex Offenders Registry to determine if any of those names appear on the Registry or, alternatively, the responsible administrator may refer the names to the Dean of Faculties Office for screening against the Registry. Applicants whose names are on the Registry shall be ineligible for employment in or transfer to the affected program or position, and shall be notified of nonacceptance and the reason for such ineligibility, unless they can prove the listing is erroneous.

4. **Faculty/Academic Appointees in Affected Programs.** Any full- or part-time faculty member, as well as any other academic appointee, already working in an affected program or position and whose name appears on the Registry during the time of employment, or has been convicted of an offense for which the person can be listed on the Registry, shall be ineligible for continuation of employment in this program, unless there are overriding circumstances to retain the faculty member or academic appointee. Such a determination will be made on a case-by-case basis in consultation with the appropriate administrator in the School Dean’s Office and University Counsel; approval must be given by the Dean.
of the Faculties. Factors to be taken into consideration when making such a determination include (but are not limited to):

- circumstances under which contact with children occurs or may occur
- employment history
- length of time since conviction.

5. **Notice.** The IUPUI Academic Handbook Supplement includes a statement giving notice to potential applicants that criminal conviction may render them ineligible for employment in certain programs. Additionally, the School of __________ will promulgate the following notice in its faculty policy statements including those sent to prospective employees: “Applicants should be aware that criminal convictions may result in ineligibility for certain appointments or positions within the School of __________. Questions regarding School policy on such matters should be directed to __________.

6. **Non-exclusive Policy.** Nothing in this Policy shall be deemed to preclude the School from taking other appropriate action in such cases, or in the case of applicants or faculty involved in other conduct or criminal activities not covered by this Policy.

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MARK C. GROVE
REGR
CA 141
INDIANAPOLIS IN IN