



## FREQUENTLY ASKED QUESTIONS

### Indiana University Program Involving Children Background Checks

Learn more by visiting:  
[protect.iu.edu/police-safety/  
policies/programs-children](https://protect.iu.edu/police-safety/policies/programs-children)

## HAVE ADDITIONAL QUESTIONS?

### CONTACT:

Your Vice Chair of  
Administration and Finance

Claire McRoberts, JD  
School of Medicine Faculty  
Affairs Counsel  
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Deputy General Counsel  
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### **Who is conducting the background checks?**

General Information Services (GIS)/HireRight is conducting the background checks on behalf of Indiana University. You may learn more by visiting: [protect.iu.edu/police-safety/policies/programs-children/background-checks.html](https://protect.iu.edu/police-safety/policies/programs-children/background-checks.html)

### **What will the background check include?**

The background verification includes a criminal history check and may also include verification of education and professional credentials, and/or credit check. Contact the Vice Chair of Administration and Finance in your department for more information regarding what background verifications are being performed by General Information Services (GIS)/HireRight.

### **How long will it take to submit the background check?**

The submission process could take as long as 10-15 minutes. Allow yourself enough time to complete the process.

### **I have concerns about something in my background. What should I do?**

Please contact Claire McRoberts, JD, school of medicine faculty affairs counsel, at: [clahunte@iu.edu](mailto:clahunte@iu.edu).

### **Is my information secure?**

Yes. General Information Services (GIS)/HireRight utilizes a combination of online and offline security technologies, procedures and organizational measures to help safeguard consumer information against loss, misuse, and unauthorized access, disclosure, alteration and destruction. For additional information about how General Information Services (GIS)/HireRight manages data, please visit their [privacy policy page](#).

### **Will I receive a copy of the background report?**

No. Your respective department will just receive a confirmation that you have or have not been verified.

### **Is this required?**

Yes. All paid faculty, staff, students and volunteers in IU School of Medicine clinical departments must complete the background check.

### **I have already responded to a background check request from GIS. Do I have to respond again?**

Yes, for the sake of transparency and consistency you are required to complete the background check again. Going forward, we will only request a subsequent background check every five years.

### **I am a basic science faculty member who happens to work at a center (example: Wells Center). Why do I have to fill this out?**

All clinical departments and centers are required to comply with the Programs Involving Young Children policy. Even though you may be a basic science faculty member, if your appointment is through a center, you are also required to complete a background check.

### **I am not involved in any programs involving children. Why do I need my background checked?**

The decision was made to run background checks on everyone within the selected departments to ensure background checks are conducted on anyone who could potentially work with children, either now or in the future.

### **Why do I need a background check if I am not in a clinical department?**

All faculty and staff paid by extra -departmental units (e.g., dean's office, regional campuses) will be checked unless their unit leader signs an attestation.