DATE: March 13, 2014

TO: CRCD Directors

FROM: Pete Pinney, Interim VC RCNE / Executive Dean

SUBJECT: CRCD Guest Speaker / Performer Contract Policy

In order to ensure the safety of all students and individuals participating in all CRCD intensives and/or cohorts, a criminal background check will be required for those individuals hired utilizing a Short Form Contract.

Those required to undergo a criminal background check includes anyone who has one-on-one or group contact with students or participants or is a frequent guest speaker.

Honorariums may be used for Elder’s participating in the above or other activities whom are invited to share their knowledge and wisdom.

Co-Instructors performing credit or non-credit instruction must be processed as an employee through UAF Human Resources.

The attached form must be approved by the Guest Speaker / Performer and submitted to UAF Human Resources for processing.

If the background check is approved, the campus/unit may issue the Short Form Contract.

Background checks are valid for four years.

This policy is effective immediately.

cc: CRCD Fiscal Managers/Officers
Yvonne McHenry, Senior Consultant UAF Human Resources
John Hebard, Director UAF Procurement

Policy Implemented February 4, 2011