

## Background and Education Verification Requirements

- Background Checks must be on file or processed through the HR Office or HR must indicate that a candidate is “exempt” from a Background Check, before an appointment can be finalized.
- An “official” Education Verification **must** be on file or processed through the HR Office to comply with the University accreditation requirements for all faculty, before an appointment can be finalized.
- Domestic background checks and education verifications can take 1-2 weeks to process.
- International background checks and education verifications can take 4-6 weeks or longer to process.

## Process

### Background Check Process for all new faculty candidates coming from outside Vanderbilt:

1. The assistant to the chair **must** send an email to all new faculty candidates coming from outside Vanderbilt with the following information:
  - a. Any specific departmental information, questions and instructions, and must include the question, “Do you have an international degree?”.
  - b. Attach the **Pre-Employment Background Check Letter**, provided and required by HR.
2. Copy HR PEBC at, [PEBC@vanderbilt.edu](mailto:PEBC@vanderbilt.edu), on the email you send the candidate.
3. Once HR PEBC receives the email, HR will centrally initiate the Background Check.
  - a. All Background Checks initiated by Central HR include an **Education Verification for all degrees**, including international degrees.
4. Once the Background Check is complete, the assistant to the chair will receive an email from HR confirming the date the Background Check was cleared.
5. The confirmation email from HR **must** be sent to the dean’s office with the appointment documents.

### Process for Vanderbilt Postdocs to Faculty Appointments:

If the faculty candidate is transitioning from an existing postdoc position at Vanderbilt, HR considers this to be a “transfer” and the candidate may be exempt from a new Background Check, however, an Education Verification may additionally be needed.

1. To **confirm whether a candidate is exempt from a Background Check or if an Education Verification is needed**, please send an email to, [pebc@vanderbilt.edu](mailto:pebc@vanderbilt.edu), with the following information:
  - a. Inquire if the faculty candidate will need a Background Check or I-9 as they will be transferring from their current role as a postdoc and will not have a break in service. In your request, please provide the following information:
    - Name
    - Person Number from Oracle or a VU email address or the last 4 digits of SSN

- b. Indicate if the candidate's degree is from a foreign institution.
  - c. Inquire if a valid Education Verification is on file with HR.
- 2. The assistant to the chair will receive an email from HR with information on the status of the Background Check and the status of the Education Verification.
- 3. If a Background Check is needed, please follow the steps above to process a Background Check.
- 4. If an Education Verification is needed, the assistant to the chair **must** email HR, [pebc@vanderbilt.edu](mailto:pebc@vanderbilt.edu), to request an Education Verification be initiated.
- 5. Copies of the confirmation email from HR for both the Background Check and Education Verification **must** be submitted to the dean's office with the appointment documents.