Security Sensitive and/or Critical Positions

The University of Illinois requires that all individuals, who are offered employment positions deemed by the University to be security sensitive and/or critical, undergo background checks and other pre-employment assessments. The University reserves the right to withdraw or rescind any offer of employment to, as well as the right to terminate the employment of, any individual who cannot successfully complete the background checks and other pre-employment assessments required for security sensitive or critical positions.

Each campus and university administration have designated specific positions to be security sensitive and/or critical for the purposes of this policy. The respective lists are not intended to be all inclusive, and the University reserves the right to modify the lists at any time and in any manner that it deems necessary. Any position referenced is intended to encompass anyone offered employment of any kind in that position, including offers of employment on a permanent, acting, interim or visiting basis, and is intended to encompass any variations of the position, including senior or executive designations.

Positions will be deemed to be security sensitive if the position requires employees to be entrusted with any one or more of the following:

- direct patient or client care;
- the care of, or regular close contact with, children under the age of eighteen, or other groups or categories of individuals deemed by the University to be high risk;
- large amounts of cash or other items of significant value, as determined by the University;
- access to University accounts;
- keys to multiple University offices or buildings;
- an assigned University vehicle;
- firearms;
- controlled substances; or
- any other functions determined by the University to create a security risk or concern.

Critical Titles include:

- Assistant/Associate Chancellor
- Assistant/Associate Vice Provost
- Assistant/Associate Vice Chancellor
- Assistant/Associate Vice President
- Chancellor
- Chief of Police
- Chief Executive Officers of UI Health Systems
- Confidential Classifications
- Dean
- Director of Intercollegiate Athletics
- Intercollegiate Athletic Coaches
- Provost
- Vice President/Vice Chancellor
- University Officers in addition to those mentioned above

Please note that the above lists are not exhaustive, and a unit should seek guidance/approval from the Background Check Coordinator/Director of Employment Services/Associate Vice Chancellor of Human Resources to require a background check for a position with other risk factors.

**Contact Information**

Units seeking information about the background check requirements may visit the Background Check Compliance page on the UIC Human Resources website, or they may contact Odell Richmond (odell@uic.edu) at 312-996-6356.