



**Contingent Start Pending
Background Check or
Vaccination Status Verification**

Office of Academic Personnel

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[HR 2017-17](#), section VI.E allows new faculty members to begin work before the background check is completed in limited circumstances where university operations would be adversely affected because it would not otherwise be possible to offer a class to students. This form must be completed by the department so that a new faculty hire may start contingent employment, pending completion of a background check and/or approval of a vaccination medical exemption request. An exception will not be permitted where the position is one in which a background check is required by law or is designated as sensitive.

Name: _____ Time base: _____ Semester: _____

College: _____ Dept: _____

Courses and WTU Assigned: _____

- Request for exception for:
- Completion of Background Check
 - Approval of Pre-employment Vaccination Status Medical Exemption

Detailed explanation of need for exception:

Approvals: _____
College Dean _____ Date _____

Associate Vice President of Academic Personnel _____ Date _____

I understand and accept that the above offer of employment is contingent upon the completion of a satisfactory background check and/or approval of my request for a vaccination medical exemption. This offer of contingent employment may be rescinded if the background check reveals disqualifying information and/or it was discovered that the candidate knowingly withheld or falsified information. If the medical exemption request is not approved, I must self-certify to comply with the [CSU Vaccination Policy](#).

Faculty Signature

Date