*Sample Email to Faculty and Staff (fill in the highlighted text with unit’s information)*

Dear Faculty and Staff:

This is a quick note to remind you that, as part of Ohio State’s [Self-Disclosure of Criminal Convictions Policy](https://hr.osu.edu/policy/policy415.pdf), all current faculty, staff, graduate associates, student employees, appointees, volunteers, employees provided by third party staffing vendors, and those working in activities and programs with minor participants in the course of their university duties must disclose criminal convictions within three business days of the conviction. Additionally, associated faculty, GAs, and those working or volunteering in activities and programs with minor participants who have a **break in service** of less than 12 months must disclose any convictions that occurred during the break within three business days of returning to university duties.

Please know that reporting a conviction will not necessarily impact your involvement with the university. Once a conviction is disclosed, a determination regarding suitability for continued involvement will be made based on the information received and collected regarding the conviction.

You may disclose a conviction by submitting the [disclosure form](https://hr.osu.edu/wp-content/uploads/form-self-disclosure-criminal-convictions.pdf) to (name), (title of Senior Human Resource Professional), at (email) or directly to the Office of Human Resources at ohrc@hr.osu.edu. Please contact (name of SHRP) or Courtney Yurt, Lead Background Check Coordinator, at [Yurt.2@osu.edu](mailto:Yurt.2@osu.edu) with any questions related to this policy.

Sincerely,

(name)

*Sample Text for College/Unit Newsletters or Intranets (fill in the highlighted text with unit’s information)*

**Reminder: Self-Disclosure of Criminal Convictions Policy**

As part of The Ohio State University’s [Self-Disclosure of Criminal Convictions Policy](https://hr.osu.edu/policy/policy415.pdf), all current faculty, staff, graduate associates, student employees, appointees, volunteers, employees provided by third party staffing vendors, and those working in activities and programs with minor participants in the course of their university duties must disclose criminal convictions within three business days of the conviction. Additionally, associated faculty, GAs, and those working or volunteering in activities and programs with minor participants who have a **break in service** of less than 12 months must disclose any convictions that occurred during the break within three business days of returning to university duties. Reporting a conviction will not necessarily impact your involvement at the university. Once a conviction is disclosed, a determination regarding suitability for continued involvement will be made based on the information received and collected regarding the conviction. Disclosure forms may be accessed [here](https://hr.osu.edu/wp-content/uploads/form-self-disclosure-criminal-convictions.pdf), and can be submitted to (name and email of Senior Human Resource Professional) or the Office of Human Resources at ohrc@hr.osu.edu. For more information, please contact (name and email of SHRP) or the Background Check team at (614) 292-3595 or [hr-backgroundchecks@osu.edu](mailto:hr-backgroundchecks@osu.edu).



Effective July 1, 2011

**What is required:** All current faculty, staff, graduate associates, student employees, appointees, volunteers, employees provided by third party staffing vendors, and those working in activities and programs with minor participants in the course of their university duties must disclose criminal convictions within three business days of the conviction. Additionally, associated faculty, GAs, and those working or volunteering in activities and programs with minor participants who have a **break in service** of less than 12 months must disclose any convictions that occurred during the break within three business days of returning to university duties. See your Senior HR Professional or visit http://hr.osu.edu for a disclosure form.

**Criminal convictions will not necessarily bar continued involvement.** Once a conviction is disclosed, determination regarding suitability for continued involvement will be made based on the information received and collected regarding the conviction.

**For more information, please contact:**

* Your Senior Human Resources Professional
* Office of Human Resources: (614) 292-0864 or hr-elr@osu.edu
* For Wexner Medical Center employees: HR Employee Relations, (614) 293-4988
* For policy clarification: (614) 292-3595 or hr-backgroundchecks@osu.edu

**REQUIREMENT TO DISCLOSE CRIMINAL CONVICTIONS**

As described in the Self-Disclosure of Criminal Convictions Policy 4.17