



**UNIVERSITY OF DENVER
POLICY MANUAL
SPECIAL COMMUNITY MEMBER**

Responsible Department: University Financial Services

Recommended By: SVC for Business and Financial Affairs, SVC for Operations & Strategy Implementation

Approved By: Chancellor

Policy Number
FINA 13.10.011

Effective Date
11/__/2024

I. INTRODUCTION

There are situations where it is in the best interests of the University to provide an individual that is neither a student nor an employee of the University with access to specific University Resources in order to partner or collaborate with the University for the benefit of the University.

II. POLICY OVERVIEW

- A.** A Special Community Member (SCM) is an individual who is not an employee or student at the University but who needs access to specific University Resources in order to partner or collaborate with the University for the benefit of the University.
- B.** A SCM only needs access to University Resources on a temporary/assignment basis.
- C.** Vendors that have a contractual relationship with the University may require access to certain University Resources in order to complete their work and as such, may be approved as a SCM.
- D.** A Limited Access SCM (LASCM) is: (1) an individual issued a family member ID by Ricks Center for Gifted Children or Fisher Early Learning Center, (2) an individual issued a conference ID by Conference and Event Services, or (3) an individual issued a temporary access ID card from the Office of Student Disability Services.
- E.** With the exception of Limited Access SCMs (“LASCM”), all SCMs are required to have a background check that meets the requirements of University Policy RISK 12.10.020 – *Background Checks*.

III. PROCESS OVERVIEW

A. Background Checks

1. With the exception of LASCMS, every SCM must have a completed background check that meets the requirements of University Policy RISK 12.10.020 - *Background Checks*.
2. The background check requirement must be satisfied *PRIOR* to the University sponsoring unit initiating the SCM request.

a. Non-Vendor SCM's:

If a potential SCM does not have a background check on file, the sponsoring unit will need to initiate one for them. Once it is completed and approved, the sponsoring unit can enter the SCM request.

b. Vendor SCMs:

- i. If a potential SCM is a vendor with a contractual relationship with the University, and the contract requires that the vendor conduct background check(s) on its personnel consistent with the University Policy RISK 12.10.020 – *Background Checks* (“Background Check Policy”), then the background check must be completed as outlined in the contract. Examples of such vendors include Aramark, Sodexo, AimHire and the Denver Art Museum (DAM).
- ii. If the contract does not include a requirement that the vendor conduct background checks on any of its personnel that will be accessing University Resources, the unit must obtain a written attestation from the vendor confirming that it has completed background checks on all such personnel consistent with University Policy RISK 12.10.020- *Background Checks*.
- iii. If a student or employee has a contractual relationship with a vendor providing a potential SCM to provide ADA services to such student or employee, the sponsoring unit (i.e. Housing and Residential Education (HRE), Student Disability Services, or the University’s ADA Office) must provide a written attestation from the vendor that is providing such potential SCM confirming that said vendor has completed background checks on such personnel consistent with University Policy RISK 12.10.020- *Background Checks*.

B. SCM Request

1. The SCM process is completed via a workflow in [My4D](#).

2. Access to University Resources will be allocated based on the Special Community Member's role.

C. Access Period

1. A SCM may be granted access to University Resources for a period of up to one (1) year (the "Access Period").
2. Within thirty (30) days of the expiration of the then-current Access Period for a SCM, a sponsoring unit may approve a one (1)-year extension of the Access Period for the SCM.
3. The Access Period may be terminated by the University at any time.

IV. DEFINITIONS

- A. "University Resources"** may include financial information, physical (i.e., building/room access), and/or University technology (e.g. software).

V. RESOURCES

- A.** [Procedures](#) (from IT website) for entering Special Community Members
- B.** University Policy RISK 12.10.020 - *Background Checks*
- C.** University Policy IT 13.10.010 – *Use of Computer and Network Systems*

Revision Effective Date	Purpose