



**MIDDLE TENNESSEE STATE UNIVERSITY**  
Office of Compliance and Enterprise Risk Management

**Compliance Tip of the Month:**

**Hiring Committee Best Practices**

Have you ever participated on a Hiring Committee? If so, here are some best practices to remember:

1. Avoid looking up the candidate's picture on the MTSU directory, Google, or any other source.
2. Remember that MTSU does not make hiring decisions based on race, national origin, color, gender, sexual orientation, age, disability, genetic information, or gender identity.
3. A candidate's current geographic location (i.e. an out-of-state candidate versus an in-state candidate) should not be a factor in the hiring decision.
4. Budgetary constraints can be considered in hiring decisions.
5. A candidate's acceptance or waiver of healthcare coverage **cannot be the basis for a hiring decision.**
6. Whether a candidate's disability is visible or not, failing to hire a qualified candidate based solely on the candidate's disability status is discriminatory and prohibited under the Americans with Disabilities Act of 1990.
7. Treat all employment candidates with respect and courtesy.

**Compliance and Risk Management Resources**

The Office of Compliance and Enterprise Risk Management ("CAREM") was developed in January 2017 to support the University's enterprise-wide risk assessment and corporate compliance strategic activities and goals. Below are some of the Office's recent activities:

- Development of training presentations on Ethics; Privacy and Confidentiality; Fraud, Waste and Abuse; and HIPAA.

- Development of Conflict of Interests Guide and Checklist
- Oversight of State risk assessment reporting.
- Development of a HIPAA policy for Campus Pharmacy.
- Healthcare regulatory support services to University Health Services
- Development of risk management tools, including a risk management dashboard and an Enterprise Risk Management Operations Manual
- Development of a Corporate Compliance Committee (known as the Enterprise Compliance and Risk Management Committee) that will begin meeting in late October to discuss University-wide compliance issues and topics.
- Development of a Department webpage with compliance and risk management resources and information, which can be found at <https://www.mtsu.edu/carem>.
- Development of Records Retention process changes (due to the State Records Management Division's new procedures for Universities).

In addition, the MTSU Corporate Compliance Newsletter, *Compliance in Blue*, is an additional resource for compliance news and information. The first [Newsletter](#) Issue contains:

- Information about the University's Conflict of Interest Committee
- Compliance Trivia
- Information about current regulatory visits to campus, as well as recent actions by the Board of Trustees regarding MTSU's risk management reports that are submitted annually to the State of Tennessee.

For additional information about MTSU's compliance and risk management activities, or for general questions regarding corporate compliance and risk management, please contact the Office of Compliance and Enterprise Risk Management at [carem@mtsu.edu](mailto:carem@mtsu.edu).

Thank you.

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I AM *true* **BLUE**.

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