

DEARBORN ADMINISTRATIVE GUIDE

Section: Faculty and Staff  
Subject: Employment Inquiries & Verification  
Issued by: Human Resources/Affirmative Action  
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**Service Provided:**

Following University policy, release information regarding employment status of current and former faculty and staff members.

**Primary Contact Person:**

Shazia Aslam

**General Information:**

All requests for employment verification should be forwarded to the HR/AA Office.

**Primary References**

Standard Practice Guide:

- [201.46, Personnel Records - Collection, Retention and Release](#)