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COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## **Third Party Provider Policy**

### **Policy Number 2-04**

Commonwealth University of Pennsylvania

Approved by University Senate, 4/10/2025

Issued by President Bashar W. Hanna as Policy 2-04 on 4/21/2025

Responsible Office: Office of Institutional Effectiveness

Interim Policy by Executive Committee on November 7, 2024

### **1. Purpose**

Commonwealth University (CU) must ensure the quality, integrity, and transparency of all activities conducted in its name, including services and programs delivered by third-party providers. This policy sets forth CU's expectations and responsibilities to comply with accreditation standards and federal regulations in entering into written arrangements and contracts with third-party providers.

### **2. Scope**

This policy applies to all CU community members, including faculty, staff, officials, volunteers, visitors, and contractors who engage with third-party providers.

### **3. Definitions**

- 3.1. CU will adopt and utilize the definitions from the Middle States Commission on Higher Education (MSCHE) *Third-Party Providers Policy and Procedures* for purposes of implementing this policy.

### **3.2. Roles and Responsibilities**

- 3.2.1. CU staff will develop procedures to ensure the implementation, assessment, and oversight of third-party providers, including but not limited to, keeping an inventory of all arrangements, establishing a means of assessment, providing specific language in agreements in compliance with MSCHE procedures, publicly disclosing accurate and essential information, and ensuring required approvals are secured.

## **4. Policy**

Consistent with MSCHE policies, procedures, applicable laws-regulations, and best practices in higher education, CU will uphold quality and integrity, and maintain control and ownership over all activities conducted in its name, including those performed by third-party providers. CU will clearly define the terms of such arrangements and ensure oversight, appropriate approvals, periodic review, evaluation, and required applicable public disclosure of the relationship with third-party providers.

## **5. Compliance and Enforcement**

- 5.1. This policy will be reviewed every five years by the Office of Institutional Effectiveness.

## **6. Additional Information**

- 6.1. **Related Procedures** - Third-Party Provider Procedure, Procedure Number 2-04

- 6.2. **Contacts for Additional Information and Reporting**

Office of Institutional Effectiveness

Commonwealth University

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