



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 Exectuive 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**

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