



Kutztown University Policy GEN-007

## **Third-Party Providers**

### **A. Purpose**

Kutztown University of Pennsylvania is committed to ensuring the quality, integrity, and transparency of all activities conducted in its name, including services and programs delivered by third-party providers (TPP). This policy aims to define the University's expectations and requirements for entering into written arrangements and/or contracts with third-party providers, ensuring compliance with accreditation standards, federal regulations, and best practices in higher education.

### **B. Scope**

This policy applies to all departments, schools, and units of Kutztown University of Pennsylvania that engage or intend to engage with third-party providers, as defined herein, for the delivery of academic programs, support services, or other institutional operations.

### **C. Key words and phrases**

*Third-party provider:* An entity, institution, or organization with which Kutztown University has a written arrangement and/or contract to provide services to the institution.

According to the Middle States Commission on Higher Education (MSCHE), TPPs include but are not limited to, the following types of services:

- The delivery of student learning opportunities such as non-credit, workforce development, internships, clinical experiences, student teaching, and/or credit bearing educational programs (Standard III and IV)
- Student support services such as advising, counseling, tutoring, international student management (such as English as a Second Language (ESL) support), marketing, recruitment, advertising, campus safety, food or dining services (Standard IV)
- Services for the assessment of student learning (Standard V)
- Operational or business functions of the institution such as procurement, information technology, or human resources (Standard VI)

*Written arrangement:* A formal agreement wherein Kutztown University outsources some portion of its educational programs or business operations to a third-party provider.

*Outsourcing:* An agreement in which Kutztown University hires another entity to provide a service or program which otherwise is or could be carried out internally.

*Bundled services:* Set of services offered collectively by a third-party provider under written agreement with Kutztown University.

## **D. Policy and Procedures**

### Quality and Integrity:

- Kutztown University shall maintain control and ownership over all activities conducted in its name, including those provided by third-party providers.
- The University shall ensure that all third-party arrangements align with its mission, values, and academic standards.

### Written Agreements:

- All relationships with third-party providers must be formalized through written agreements or contracts.
- Agreements must clearly define the terms of the arrangement, including roles, responsibilities, and performance expectations.

### Transparency:

- Kutztown University shall maximize transparency in its relationships with third-party providers.
- The University will disclose information about third-party provider relationships as required by accrediting bodies and regulatory agencies.

### Compliance:

- All third-party arrangements must comply with applicable laws, regulations, and accreditation standards, including but not limited to those documents listed under section E. of this policy: "Related Policy and Procedures."
- The University shall regularly review and assess third-party provider relationships to ensure ongoing compliance.

### Oversight and Evaluation:

- Kutztown University shall establish mechanisms for ongoing oversight and evaluation of third-party provider performance.
- Regular assessments will be conducted to ensure the quality and effectiveness of services provided.

### Approval Process:

- Proposed third-party arrangements must undergo a thorough review and approval process.
- The process shall include assessment of potential risks, benefits, and alignment with university goals, all regulatory requirements, and accreditation standards.

### Termination and Contingency:

- Agreements with third-party providers shall include provisions for termination and contingency plans to ensure continuity of services to students and the University.

**E. Related Policies and Procedures**

- Middle States Commission on Higher Education Third-Party Providers Policy
- Middle States Commission on Higher Education Third-Party Providers Procedures
- FA003: Purchasing Policy/Expenditure of Public Funds

**F. Effective Date**

October 2, 2024

**G. Approved by**

Administrative Council/President Hawkinson

**H. Last review**

Note: This policy should be reviewed and updated regularly to ensure continued alignment with Kutztown University's goals, accreditation requirements, and relevant regulations.