



University of Dallas

**Advancement
Solicitation Policy**

POLICY AVS

Responsible Executive:
Vice President for Advancement
Responsible Office:
Office of Advancement
Issued: 9.28.21
Revised: n/a

1. PURPOSE

The University of Dallas ensures that all Prospective External Funders are solicited in a coordinated manner across the University community, in compliance with the UD gift acceptance policy, proper University accounting and legal principles and in support of strategically advancing the University’s academic mission.

- 1.1. **Scope.** Any activity in which the University enters into a contractual agreement, will act as the fiscal agent, will be liable for the expenditure of funds or use of property and required to maintain an accounting of the same, and/or will receive funding from an entity outside of the University of Dallas is subject to the requirements of this Policy, regardless whether the project will be conducted by faculty, staff, students or university volunteers or partners.
- 1.2. **Applicability.** All faculty, students, staff, volunteers, and contractors are expected to comply with this policy with respect to any solicitation activity involving the University of Dallas.

2. GENERAL SOLICITATION POLICY

The Office of Advancement coordinates all solicitation activity on behalf of the University of Dallas. Any member of the University community wishing to engage in solicitation activity must obtain clearance in advance of any planned contact (mail, telephone, email, personal visit or other) from the Office of Advancement.

- 2.1. **Grants and contracts.** Research and teaching grants and contracts are distinct forms of solicitation activities but still must be coordinated through the Office of Advancement because they are subject to pre-award review of contractual obligations made on behalf of the University. The pre-award process will be coordinated by the Office of Advancement in close coordination with the Office of the Provost, Finance and General Counsel.
- 2.2. **Right to refuse gifts.** The University reserves the right to refuse any gift that:
 - 2.2.1. Violates local, state or federal law;
 - 2.2.2. Violates UD policies or procedures;
 - 2.2.3. Is too difficult or expensive to administer;
 - 2.2.4. Could create unacceptable risk or liability for the University, or cause the University to incur future unanticipated expenses;
 - 2.2.5. Is inconsistent with the University’s mission;

- 2.2.6. Involves unlawful discrimination;
- 2.2.7. Could damage the reputation of the University;
- 2.2.8. Might jeopardize the University’s tax-exempt status; or
- 2.2.9. Provides a donor with goods or services of financial value in exchange for the donor’s gift, unless such value is fully disclosed in the time and manner required by local, state and federal law and regulations.

3. NEW FUNDING INITIATIVES

In its role as coordinator of external solicitation activity, the Office of Advancement may require that a proposed new project or program requiring solicitation of external funding receive prior approval from the Strategic Review Team through the Strategic Review Process to ensure:

- 3.1. the project and/or funds to be pursued is consistent with the mission of the University, and its policies;
- 3.2. when applicable, university resources (staff, equipment, infrastructure, renovations, cost-sharing, facilities, etc.) are available to support the proper use of external funds and assist with legal and reporting obligations for the proposed project; and
- 3.3. the ongoing financial sustainability of the proposed project.

4. DEFINITIONS

- 4.1. **“Prospective external funder”** refers to all external prospective source of funding, such as individuals (alumni, parents, and friends), foundations, corporations, associations, governmental entities, and private, non-governmental entities.
- 4.2. **“Solicitation activity”** refers to the requesting of any external funding, which may include gifts of cash, securities, real estate, gifts-in-kind (such as equipment, musical instruments, art, books) and grants for any official University purpose.
- 4.3. **“Strategic planning process”** means the process by which the University vets proposed initiatives and projects.
- 4.4. **“University”** and **“the University”** mean the University of Dallas.

5. RESPONSIBILITIES

Responsible Party	List of Responsibilities
Office of General Counsel	1. Oversee compliance with this Policy.
Office of Advancement	1. Monitors compliance with this Policy. 2. Develop and maintain guidelines and processes related to this Policy.

3. Coordinate solicitation activity.
4. Manage the strategic planning process.

Other Offices / Departments

1. Work with the Office of Advancement, and in accordance with this Policy, when engaging in solicitation activity.

6. PROCEDURES

Task	Procedure
Develop and maintain strategic planning process	<ol style="list-style-type: none"> 1. Develop strategic planning process. 2. Notify persons likely to engage in solicitation activity.
Manage strategic planning process	<ol style="list-style-type: none"> 1. Receive requests to engage in solicitation activity. 2. Evaluate and decide requests to engage in solicitation activity. 3. Coordinate persons engaging in solicitation activity.

7. POLICY ENFORCEMENT

Enforcement	The Office of General Counsel or Office of Advancement will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
Reporting Violations	Report suspected violations of this Policy to the Office of General Counsel or Office of Advancement.

8. RELATED DOCUMENTS

Policy or Document	Web Address
Office of Advancement	https://www.udallas.edu/offices/advancement

9. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of General Counsel	(972) 721-5363	hlachenauer@udallas.edu
Implementation	Office of Advancement	(972) 721-5148	advancement@udallas.edu
Web Address for this Policy		https://udallas.edu/about/university-policies/index.php	