

EDINBORO UNIVERSITY OF PENNSYLVANIA

ENDORSEMENTS OF COMMERCIAL PRODUCTS OR SERVICES-Policy No. C049

Recommended for Approval By David M. O'Dessa, Vice President for Administration
and Institutional Advancement

Approved By Foster F. Diebold, President on November 27, 1992

Review Date: As Required

INTENT

It is the intent of this policy to establish a process for review and approval of requests by Edinboro University employees to endorse commercial products and services.

POLICY

In order to endorse commercial products or services and accept income, benefits, or other gratuities from the endorsement(s) in addition to institutional salary, an employee must obtain prior written approval from the university president.

PROCEDURE

To submit the request to the president for review and decision, it must be initiated by the requester (employee) in writing and forwarded through the appropriate vice president, who will amplify the request of the originator with supporting justification, available additional documentation, and a recommendation for approval or disapproval. Included in the vice president's recommendation will be a statement that the employee's endorsement and acceptance of income are in procedural compliance with known policies of other applicable governing bodies, e.g., the NCAA, various collective bargaining units, SSHE, where appropriate.

Additionally, the vice president should stipulate that the endorsement or service described will actually be performed, (date, time, place, circumstances) and that the endorsement or work is in conformity with provisions of this policy and the institutional image of the university.