



# VCU

## Solicitation

**Policy Type:** Administrative

**Responsible Office:** VCU Human Resources

**Initial Policy Approved:** 12/01/1998

**Current Revision Approved:** 08/21/2012

### Policy Statement and Purpose

---

Virginia Commonwealth University (VCU) restricts solicitation by employees, vendors or sales representatives to minimize interference with the efficient operation of the organization and to protect the privacy of faculty, staff, students, patients and visitors.

The university recognizes that other institutional policies exist regarding solicitation. For example, the Division of Student Affairs provides guidelines on student solicitation issues, including the use of the Student Commons, residence halls and non-academic space. However, this policy summarizes information relating to the entire university community.

### Table of Contents

---

Who Should Know This Policy.....	2
Definitions.....	2
Contacts.....	2
Procedures.....	2
Forms.....	3
Related Documents.....	3
Revision History.....	3
FAQs.....	4

## Who Should Know This Policy

---

All faculty and staff are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

## Definitions

---

### Solicitation

This term refers to the following activities:

- Selling or promoting products, goods or services;
- Use of staff and faculty listings for the purpose of selling/promoting goods and/or services;
- Seeking contributions or pledges, including the distribution of printed materials; and
- Conducting membership drives.

## Contacts

---

VCU Human Resources officially interprets this policy and is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to VCU Human Resources.

## Procedures

---

- 1. Vendors:** Vendors are authorized to market their goods and services to departments in accordance with university regulations. The content of such solicitations must be appropriate, accurate and not misleading. Employees are prohibited from providing vendors with phone numbers, office addresses and email address lists. Vendors are prohibited from making non-scheduled departmental office visits and must make appointments in advance with departmental personnel.
- 2. External Organizations and Individuals:** External organizations and individuals who are not acting as vendors with goods or services for sale are prohibited from seeking contributions or pledges, including the distribution of printed materials, and conducting membership drives.
- 3. University-Sponsored Sales or Events:** Fund-raising or sales activities sponsored by the university and approved by the president and/or appropriate vice president are considered authorized functions and are not precluded by this policy. Examples include the Commonwealth of Virginia Campaign (CVC), Heart Walk and blood donation drives.
- 4. Employee Sales or Solicitations:** The university does not permit the solicitation, distribution or selling of products or services of any kind at any time on university property by employees.

- 5. Access to Data, Space or Employee Records:** In accordance with the Privacy Protection Act, the university will not provide employee information (i.e., names, addresses and telephone numbers) to outside (non-vendor) companies, organizations or individuals for solicitation purposes. Data requests from employees for mail/email surveys, research studies or other business needs must be pre-approved by the appropriate vice president before Human Resources can provide the data.

The university does not provide space for companies, organizations or individuals to solicit nor does it allow information to be placed on university bulletin boards unless prior approval or invitation from appropriate administrative officials has been obtained.

The university does not allow non-university business meetings with product representatives on university property during an employee's normal working hours.

- 6. Observed Solicitations:** Anyone observed soliciting on university property should be reported to the department head or manager who should then determine whether such activity is authorized. If not authorized, the administrator shall inform the individual(s) of university policy and advise that failure to cease further activity may result in appropriate sanction(s) against the offender(s). Sanctions against an employee may include disciplinary action in accordance with appropriate university policies and procedures. Sanctions against external organizations or individuals may include removal from campus or trespassing charges.

## Forms

---

There are no forms associated with this policy and procedures.

## Related Documents

---

1. Virginia Privacy Protection Act  
<http://leg1.state.va.us/cgi-bin/legp504.exe?951+sum+HB2422>
2. Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors  
<https://vascupp.org/hem.pdf>

## Revision History

---

This policy supersedes the following archived policies:

January 16, 2009

*Solicitation*

## **FAQs**

---

There are no FAQs associated with this policy and procedures.