Contacts with Legal Counsel

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Policy Content

The General Counsel is responsible for the oversight of all legal matters arising from or relating to the University and its operations. All University legal matters should be referred to the General Counsel for determination regarding appropriate handling. The General Counsel will consult with University leadership and appropriate members of the campus community in carrying out these responsibilities.

Outside Counsel

Employees are not authorized to contact outside counsel independently regarding any University matter. Requests for legal services and advice on a University matter should be made directly to the General Counsel. The General Counsel provides many legal services without the necessity of retaining outside counsel. When the General Counsel determines it is necessary to engage outside counsel, the selection of counsel shall be undertaken with great care, taking into account areas of expertise, billing rates, and any prior experience with the firm, among other relevant factors. This practice allows the University to maintain both quality and cost control, as well as to avoid conflicts of interest. The General Counsel is responsible for reviewing and approving all invoices for legal expenses.

Contracts

In accordance with the University's Contract Policy and Procedures, all contracts must be reviewed by Risk Management prior to execution. The General Counsel will work closely with Risk Management and the unit involved in the contracting process in the review and negotiation of all contracts.

Legal Requests and Documents

All legal requests or legal documents directed to the University, including inquiries from any government agency, contacts from attorneys, and subpoenas, should be sent to the General Counsel, who will determine the appropriate response. Employees should not accept service of legal papers on

behalf of the University. Anyone attempting to serve legal papers to the University should be referred to the General Counsel.

Revision Management

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Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
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