

Retention of External Legal Counsel, Legal Process and Responding to Communications from Attorneys and Court Officials



Policy Number	GC-03.01-4/19
Responsible Office	Office of the General Counsel
Originator	Dr. Martha D. Saunders, President
Current Status	
Abstract	The Office of the General Counsel shall be responsible for the provision of all legal advice, counsel and representation for matters involving the University or matters within the official responsibilities of any officer or employee of the University. Attorneys working for the University, but not in the Office of the General Counsel are not authorized to render legal advice, legal counsel or legal representation for matters involving the University or matters within the official responsibilities of any officer or employee of the University. External legal counsel may be retained only through the Office of the General Counsel and where appropriate to protect the University's legal interests. All contact with external counsel shall be under the auspices and at the direction of the General Counsel. The General Counsel shall review and, when appropriate, approve all invoices or requests for payment from external legal counsel.

