

Business and Finance

Policy Title: Authority to Obtain Legal Services

Created: January 16, 2010

Updated:

PURPOSE: To identify who has authority to secure outside legal advice and counsel on behalf of the University.

The authority to seek outside legal advice and counsel rests with the following:

- Board of Trustees
- President of the University—General Authority
- Provost—General Authority
- Vice President for Business and Finance—General Authority
- Director of Human Resources—Personnel, Benefit and Immigration related matters
- Director of Marketing and Communication—Trademark matters

No dean, department chair, director or other employee is authorized to contact legal counsel without first receiving written permission from one of the authorized University officials listed above.

Any official or employee who is notified regarding a potential or actual legal claim against the University or its employee(s) must immediately inform the Office of the Vice President for Business and Finance so that the appropriate insurance carrier can be notified.

Approved by the Board of Trustees (*Approval Authority Policy*), January 16, 2010

Send policy comments to: [Web Administrator](#)

Responsibility for Administration: Vice President for Business and Finance

Policy Resides in: Business and Finance