

DEPAUL UNIVERSITY



External Legal Counsel

Category: Presidential

Responsible Department: General Counsel

Responsible Officer: Vice President and General Counsel

Effective Date: 1/14/2016

Policy Summary

Except as otherwise provided below, the Vice President and General Counsel is the only individual authorized to retain External Legal Counsel on the University's behalf. External Legal Counsel shall not be authorized to represent or act on behalf of the University without the written approval of the Vice President and General Counsel. University employees shall not directly contact External Legal Counsel regarding official University business without prior permission from the Office of the General Counsel.

Scope

This policy affects the following groups of the University:

- Executive Offices
- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Student Employees
- Vice Presidents
- Deans

This policy applies to any academic or administrative officer, faculty member, staff member, student employee, or other individual who is considering hiring or retaining legal counsel to represent the University.

Policy

The Vice President and General Counsel is responsible for providing all legal advice, counsel, and representation for legal matters involving the University or individual officers or employees of the University acting within the scope of their employment.

The Office of the General Counsel provides many legal services in-house. When it is necessary to engage External Legal Counsel, such services must be provided by attorneys of the highest quality, in a cost-effective manner and without conflicts of interest. In order to attain these objectives, the Vice President and General Counsel is the only individual authorized to retain External Legal Counsel on the University's behalf. External Legal Counsel shall not be authorized to advise, represent or act on behalf of the University without the advance written approval of the Vice President and General Counsel.

The Office of the General Counsel shall manage the University's relationships with External Legal Counsel. University employees shall not directly contact or retain External Legal Counsel regarding official University business without prior permission from the Office of the General Counsel. Any University business or academic unit that receives an invoice for services provided by External Legal Counsel must submit it to the Vice President and General Counsel for review and approval prior to requesting payment from Accounts Payable.

Notwithstanding the foregoing, the President and the Board of Trustees shall have the right to select and retain External Legal Counsel on the University's behalf consistent with the authority granted to them by the University's bylaws.

"External Legal Counsel" shall include any licensed attorney providing professional legal services to the University.

Procedures

None.

Divisional Collaborations

None.

Contact Information

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Appendices

None

History/Revisions

Origination Date: 03/05/2009

Last Amended Date: 01/14/2016

Next Review Date: N/A