



<b>POLICY TITLE</b>	Contacting the Office of General Counsel and the Attorney General's Office	<b>Policy Number</b>	109
<b>Section</b>	Governance, Organization, and General Information	<b>Approval Date</b>	June 17, 2016
<b>Subsection</b>	Governance and Organization	<b>Effective Date</b>	June 17, 2016
<b>Responsible Office</b>	Office of the President		

### 1.0 PURPOSE

### 2.0 REFERENCES

2.1 Utah State Board of Regents Policy R135 *Institutional Legal Counsel in the System of Higher Education*

### 3.0 DEFINITIONS

### 4.0 POLICY

4.1 Only the Office of General Counsel or the Attorney General's Office may provide legal counsel to the University. University employees seeking legal counsel for University matters should contact the Office of General Counsel, after obtaining approval from the appropriate dean, administrative head, vice president, the President, or appropriate member of the President's staff. Such approval can be provided on a standing or case-by-case basis. If University employees believe that the appropriate dean, administrative head, vice president, etc., has engaged in conduct that places the University at legal risk, they may contact the General Counsel to inform the General Counsel of such a concern without obtaining the above-described approval.

4.2 The Office of General Counsel will comply with Regent Policy R135. As the coordinator of legal affairs for the University, the General Counsel will assign legal matters to and consult with the Attorney General's Office in accordance with Regents Policy R135 and as needed to provide legal services to the University.



**4.3** University trustees, officers, and employees should not contact or engage outside counsel to provide legal services to the University but should instead contact the General Counsel, who will engage outside counsel if needed.

**5.0 PROCEDURES**

<b>POLICY HISTORY</b>		
Date of Last Action	Action Taken	Authorizing Entity