



<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 Board of Higher Education Policy R135 *Institutional Legal Counsel in the System of Higher Education*

### 3.0 DEFINITIONS

### 4.0 POLICY

4.1 Only the General Counsel or the Attorney General's Office may provide legal counsel to the University. All university employees seeking legal counsel for university matters should contact the Office of General Counsel, only after seeking approval from the appropriate dean, department head, vice president, the President, or appropriate member of the President's staff. The Office of General Counsel will assign legal matters to and consult with the Attorney General's Office as needed to provide legal services to the University. University employees should not contact outside counsel to provide legal services but should instead contact the General Counsel, who will engage outside counsel if needed.

4.2 The Office of General Counsel will comply with Board of Higher Education 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>		
<b>Date of Last Action</b>	<b>Action Taken</b>	<b>Authorizing Entity</b>
September 26, 2023	2.1 Changed “Board of Regents” to “Board of Higher Education”	Policy Office
September 26, 2023	4.2 Changed “Regents Policy” to “Board of Higher Education Policy”	Policy Office



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures