



UTAH VALLEY UNIVERSITY
Policies and Procedures

Proposed Policy Number and Title: 109 Contacting the Office of General Counsel and the Attorney General's Office

Existing Policy Number and Title: 109 Contacting the Attorney General's Office

Approval Process*

x Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
X Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	

*See UVU Policy #101 *Policy Governing Policies* for process details.

Draft Number and Date: DELETION 2024
President's Council Sponsor: Clark Collings **Ext.** _____
Policy Steward: Jeremy Knee **Ext.** _____

POLICY APPROVAL PROCESS DATES

Policy Drafting and Revision
Entrance Date: 02/22/2024

University Entities Review
Entrance Date: 02/22/2024

University Community Review
Entrance Date: 04/11/2024
Open Feedback: 04/11/2024
Close Feedback 04/19/2024

Board of Trustees Review
Entrance Date: 04/25/2024
Approval Date: _____

POST APPROVAL PROCESS

- Verify:
- Policy Number
 - Section
 - Title
 - BOT approval
 - Approval date
 - Effective date
 - Proper format of Policy Manual posting
 - TOPS Pipeline and Archives update

Policy Office personnel who verified and posted this policy to the University Policy Manual

Name: _____
Date posted and verified: MM/DD/YYYY



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

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



POLICY APPROVAL PROCESS - STAGE 2
SUMMARY OF COMMENTS

Policy Title: Contacting the Office of General Counsel and the Attorney General's Office (DELETION)	Policy Number: 109
Sponsor: Clark Collings	Steward: Jeremy Knee
Presentation to: Stage 2 entities	Date Presented: March/April 2024

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMP US ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
AAC				No comments.	
Faculty Senate				No comments	
PACE				No comments.	
UVUSA				No comments	

EXECUTIVE SUMMARY:

Policies 108 and 109

Date:	February 13, 2024
Sponsor:	Clark Collings
Steward(s):	Jeremy Knee
Policy Process:	Regular
Policy Action:	Deletion
Policy Office Editor:	Cara O'Sullivan

Issues/Concerns (including fiscal, legal, and compliance impact):

These policies were originally put into effect in 1998 and 2006, respectively, and have since become no longer applicable to the university.

Policy 108 *Contacting the Trustees or Regents* contains one sentence and is unnecessary. Authorization to speak on behalf of the university is typically addressed in job descriptions or by specific delegation from an executive whose job includes speaking for the university. If necessary, this topic could be addressed more fully in Policy 161 *Freedom of Speech*.

Policy 109 *Contacting the Office of General Counsel and the Attorney General's Office*, contains basic guidelines on working with lawyers, which should exist (and does exist) on the OGC website rather than in official policy.

Suggested Changes: Because these policies are no longer relevant, these policies should be deleted from the Policy Manual.

Requested Approval from President's Council: Approval to enter Stage 1 for Deletion

Target Date for Stage 1 Draft to Enter Stage 2: 4/4/2023

Target Date for Board of Trustees Review: