JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

POLICY NO.: I:07:02 **DATE: July 2021**

REVIEW/REVISION DATES: August 2026

SUBJECT: Outside Legal Counsel

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

The purpose of this Policy is to set out the authority, criteria, and process for the retention and compensation of external legal counsel.

POLICY

The Chief University Counsel shall be responsible for the provision of legal advice, counsel, and representation on behalf of Jacksonville State University ("JSU") in matters involving the University's legal interests, including matters arising from the official duties and responsibilities of its officers and employees. Nothing in this Policy shall be construed as creating an obligation for the Chief University Counsel to provide personal legal representation to any officer or employee of JSU.

External legal counsel retained to represent or advise JSU, or otherwise engaged to protect JSU's legal interests, may be retained only through the Chief University Counsel. All contact with external counsel shall be under the auspices and at the direction of the Chief University Counsel. The Chief University Counsel shall review and, when appropriate, approve all invoices or requests for payment from external legal counsel.

This Policy does not apply to an officer's or employee's retention of private legal counsel for personal representation or personal legal matters, including any right an employee may have under applicable law, University policy, or the Faculty Handbook to obtain private legal counsel at the employee's own expense. Such representation shall not be construed as representation of JSU, and any privately retained attorney shall not represent or act on behalf of JSU unless specifically authorized pursuant to this Policy.

PROCEDURES

1. Requests for retention of external legal counsel shall be made in writing to the Chief University Counsel by or through a member of the President's Cabinet.

2. Chief University Counsel shall be responsible for overseeing the University's relationship with outside counsel.

3. The Chief University Counsel, in consultation with the appropriate member of the President's Cabinet as needed, shall approve all major strategic and tactical decisions in legal matters.

4. All invoices for outside counsel must be reviewed and approved by the Chief University Counsel.

5. Only the Chief University Counsel may submit legal bills to Accounts Payable for payment. Approval may be evidenced by a signed invoice, a "Reviewed JSU Legal" stamp, email authorization, or other documented approval from the Chief University Counsel. This Policy does not contravene the authority of the members of the JSU Board of Trustees to retain outside counsel.

RESPONSIBILITY

Chief University Counsel is responsible for this Policy.

EVALUATION

This policy will be reviewed every five (5) years by Chief University Counsel.