

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO.: I:07:02

DATE: July 2021

REVIEW/REVISION DATES: TBD

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 University Counsel shall be responsible for the provision of legal advice, counsel, and representation for matters involving Jacksonville State University (JSU) or matters within the official responsibilities of any officer or employee of JSU.

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

PROCEDURES

1. Requests for retention of external legal counsel shall be made in writing to the University Counsel by or through a member of the President's Cabinet.
2. University Counsel shall be responsible for overseeing the University's relationship with outside counsel.
3. The 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 University Counsel.
5. Only the University Counsel may submit legal bills to Accounts Payable for payment. All legal bills must either be stamped "Reviewed JSU Legal" or signed by the University Counsel.

6. This Policy does not contravene the authority of the members of the JSU Board of Trustees to retain outside counsel.

RESPONSIBILITY

University Counsel is responsible for this Policy.

EVALUATION

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