



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

Responsible University Official:
Vice President & General Counsel
Responsible Office: Office of the
Vice President & General Counsel
Origination Date: Not Available

LEGAL REPRESENTATION OF FACULTY AND STAFF

Policy Statement

It is the general policy of the University to provide legal representation and protection from liability, in accordance with the terms of its Bylaws and rules, to faculty and staff who become involved in claims or suits arising from authorized activities that fall within the scope of their University employment. As a general rule, all court papers and letters from lawyers received by faculty and staff concerning their work at the University should be transmitted promptly to the Office of the Vice President and General Counsel (OGC) in accordance with the University’s Legal Advisory concerning [Procedures Governing Summonses, Subpoenas, Lawsuits, Notices and Letters from Lawyers](#).

Reason for Policy/Purpose

The purpose of this policy is to provide guidance on legal representation and protection from liability for faculty and staff.

Who Needs to Know This Policy

Faculty and staff

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Policy/Procedures

It is the general policy of the University to provide legal representation and protection from liability to faculty and staff who become involved in claims or suits on behalf of the University under certain circumstances. This benefit is subject to the limitations contained in the University's Bylaws and in the [Guidelines Concerning Legal Representation](#).

Website Addresses for This Policy

[GW University Policies](#)

Contacts

Subject	Contact	Phone
Questions	Office of the Vice President & General Counsel	(202) 994-6503

Related Information

[Guidelines Concerning Legal Representation
Procedures Governing Summonses, Subpoenas, Lawsuits, Notices, and Letters from
Lawyers](#)

Who Approved This Policy

William F. Howard, Interim Vice President and General Counsel
Louis H. Katz, Executive Vice President and Treasurer

History/Revision Dates

Origination Date:	Not Available
Last Amended Date:	August 8, 2007
Next Review Date:	September 1, 2008