



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

---

### Table of Contents

### Page #

---

Policy Statement .....	1
Reason for Policy/Purpose.....	1
Who Needs to Know This Policy.....	1
Table of Contents.....	1
Policy/Procedures .....	2
Website Address .....	2
Contacts.....	2
Related Information .....	2
Who Approved This Policy .....	2
History/Revision Dates .....	2

## **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**

---

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>
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**

---

Beth Nolan, Senior Vice President and General Counsel  
Louis H. Katz, Executive Vice President and Treasurer

---

## **History/Revision Dates**

---

<b>Origination Date:</b>	Not Available
<b>Last Amended Date:</b>	August 8, 2007
<b>Next Review Date:</b>	September 30, 2009