



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official: Senior Vice President & General Counsel

Responsible Office: Office of the Senior Vice President & General Counsel

Last Revised Date: June 2, 2017

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. All court papers and letters from lawyers received by faculty and staff concerning their work at the university must be transmitted promptly to the Office of the Senior Vice President and General Counsel (OGC) in accordance with its legal guidance concerning [Subpoenas and other Legal Notices](#).

Reason for Policy

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

Who is Governed by this Policy

Faculty and staff

Table of Contents

Policy Statement	1
Reason for Policy	1
Who is Governed by this Policy	1
Table of Contents	1
Policy	2
Related Information	2

Contacts	2
Document History	2
Who Approved This Policy	2

Policy

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 OGC's legal guidance on [Personal Representation and Personal Liability](#).

Related Information

[Personal Representation and Personal Liability](#)

[Subpoenas and other Legal Notices](#)

Contacts

Contact	Telephone	Email
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Document History

- **Last Reviewed Date:** June 2, 2017
- **Last Revised Date:** June 2, 2017
- **Policy Origination Date:** Not Available

Who Approved This Policy

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

This policy, as well as all university policies, are located on the Office of Compliance and Privacy's home page.