

**LOYOLA UNIVERSITY OF CHICAGO**  
**POLICY REGARDING HIRING OUTSIDE COUNSEL**

## **Scope**

This policy applies to Loyola University of Chicago faculty, administrators, staff and students

## **Purpose**

In order to ensure cost effective, high-quality and well-coordinated legal services, the decision to retain and to engage outside counsel or outside attorneys to represent or to provide legal services for any matters related to the University rests solely with the Office of the General Counsel. The Office of the General Counsel considers a number of factors when making a determination to engage outside counsel, including the availability and expertise of in-house legal counsel, cost, the subject matter of the representation, and conflicts.

## **Policy**

Any engagement or hiring of outside counsel or outside attorneys must be made by the Vice President and General Counsel. Faculty, administrators, staff and students may not engage outside counsel or outside attorneys to represent or provide legal services to the University.

## **Policy adherence**

Failure to follow this policy can result in disciplinary action as provided in the Employee Staff Handbook, Student Worker Employment Guide, and Faculty Handbook. Disciplinary action for not following this policy may include termination, as provided in the applicable handbook or employment guide.

## **Questions about this policy**

If you have questions about this policy, please contact the Office of the General Counsel at (312) 915-6200.

## **History and Updates**

Action: Initial Policy Created: June 3, 2014

Approved: June 4, 2014 (President's Cabinet)

Author: VP & General Counsel & Sr. VP Administrative Services