
Use of University Legal Services Policy

Policy Sponsor:	Athabasca University Governing Council
Policy Contact:	President
Policy Number:	N/A
Effective Date:	June 10, 2011
Approval Group:	Executive Group
Approval Date:	June 10, 2011
Review Date:	Annually

Purpose

To identify positions with the authority to contact Athabasca University (AU) Legal Counsel for various legal matters.

Definitions

Policy Statements

1. AU, from time to time, may engage the services of lawyers or legal firms for interpretation of contracts, leases and other legal matters. The budget for these services will be allocated to and handled by the Office of the Vice President, Finance and Administration.
2. To avoid any AU staff making unauthorized inquiries (either written or verbally) of AU's legal services, the following list indicates positions authorized to access the lawyers and firms regularly used by AU and the positions authorized to access their services.
3. Positions authorized to access their services:
 - President
 - Vice President, Academic
 - Vice President, Finance and Administration
 - Director, Human Resources



- University Secretary
 - Coordinator, Contract Services
4. On occasion, other staff members may need to discuss AU related matters with AU Legal Counsel. The positions listed above may delegate authority to contact AU Legal Counsel in these particular instances.

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

N/A

History

Athabasca University Governing Council, June 10, 2011, Motion # 173-15 (Revised)
Executive Group, February 14, 2006 (Revised)
Effective Date: September 1, 2001
Executive Group, August 21, 2001 (Approved)