

CHAPTER 4
OFFICE OF THE PRESIDENT

430 UNIVERSITY LEGAL COUNSEL

The Office of University Legal Counsel is the sole office responsible for providing and coordinating all legal services involving Cal Poly. It is an extension of the CSU Office of General Counsel in the Chancellor's Office. The University Legal Counsel (ULC) reports to both CSU's General Counsel and the University President.

The ULC's primary responsibilities on behalf of Cal Poly include the following.

430.1 Legal Advice

Provide legal advice and counsel to the University President, the President's staff, deans, and other designated personnel.

430.2 Outside Counsel

With the concurrence of the General Counsel, retains all outside legal counsel for Cal Poly, including those retained to perform non-attorney functions such as investigations. All outside legal counsel retained by Cal Poly are accountable to the ULC for their professional work.

430.3 Process Service

Accept service of process, including lawsuits, for Cal Poly, the University President, and other employees as delegated, for matters arising out of their service to, or employment by, Cal Poly.

430.4 Lawsuits

Oversee and coordinate all lawsuits involving the University. Represent Cal Poly as the attorney of record for all staff and faculty disciplinary actions involving sanctions in excess of a 30-day suspension without pay, unfair labor practice charges filed with California's Public Employment Relations Board, and arbitrations filed pursuant to the Unit 3 contract involving retention, tenure and promotion. ULC, in consultation with the University President and/or appropriate personnel, is responsible for handling the settlement, termination or other resolution of these actions, including signing documents on behalf of Cal Poly related to these matters.

References for CAP 430:

1. Date approved by the President: March 7, 2014
2. Effective Date: March 7, 2014
3. Responsible Department/Office: University Legal Counsel
4. Revision History: Use when applicable.
5. Related University Policies, Procedures, Manuals and/or Documents:
 - a. None cited.
6. Laws, Regulations and/or Codes of practice referred to or related to this policy:
 - a. California Government Code Section 11041.
 - b. Standing Orders of the Board of Trustees of the CSU, Section III.
 - c. CSU Executive Order No. 920.