



Administrative Procedure

Number:	014
Effective	3/20/07
Supercedes:	1/24/85
Page:	1 of 2

Subject: LEGAL OPINIONS-014

1.0. PURPOSE:

To establish the procedures governing communications with the Chancellor's Office legal staff.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, excluding auxiliary organizations.

3.0. REFERENCES:

3.1. Faculty Handbook, California State University, Los Angeles, Subject: Communication with Chancellor's Legal Staff.

4.0. POLICY:

All communications with the Chancellor's legal staff will occur through the offices of the University executive officers.

Correspondence received from the Office of General Counsel is to be treated as confidential material unless otherwise determined by the Executive Officers.

5.0. DEFINITIONS:

5.1. Executive Officer - Refers to the President and the Vice Presidents.

5.2. Office of General Counsel - Division within the Chancellor's Office responsible for all legal affairs of The California State University. The campus retains an attorney on site who serves as the principal legal advisor to the campus administration.

6.0. RESPONSIBILITIES:

6.1. The President will review all legal opinions issued by the Office of General Counsel and take any required actions.

Approved:

Date:

6.2. The Vice Presidents (or designees) will:

6.2.1. Consult with campus counsel regarding legal issues .

6.2.2. Assign staff to compile all supplementary materials requested by campus counsel and to work with campus counsel through completion of individual projects.

6.3. All employees and officers of the University requiring legal assistance will forward inquiries to the office of the responsible executive officer.

7.0. PROCEDURES:

7.1. All employees and officers of the University will route legal inquiries or concerns to the office of the responsible executive officer.

7.2. The executive officer will determine the level of urgency of the inquiry and communicate with campus counsel. Written communication should include a copy to the President.

At executive officer discretion, staff may be assigned to coordinate the preparation of materials or schedule subsequent meetings with campus counsel.

7.3. All correspondence received from the Office of General Counsel will be treated as confidential material unless otherwise determined by the executive officers.

8.0. APPENDICES:

N/A