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## Use of University Legal Services Policy

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<b>Policy Sponsor:</b>	The Governors of Athabasca University
<b>Policy Contact:</b>	President
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	June 10, 2011
<b>Approval Group:</b>	Executive Group
<b>Approval Date:</b>	June 10, 2011
<b>Review Date:</b>	Annually

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### 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
  - Provost and 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)