Legal Issues for Associate Deans
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1. Have a good relationship with your General Counsel’s office
   a. Build this ahead of time
   b. How? Invite them to be on a relevant panel at the law school or find a way to involve them in the life of the law school somehow
   c. They can be helpful with connections with local legal community and a good partner for success of the law school overall
2. Remember that you are NOT the attorney for the institution
   a. GC will be more familiar with central administration’s risk tolerance (and standard contracting terms or way of interacting university-wide)
   b. Your own communications are not privileged unless you’re seeking/receiving advice from counsel. And you’re not insured.
   c. Just because we are good problem solvers doesn’t mean we have experience, and authority, over certain matters
3. Be a good client (really an employee of the client)
   a. Call the GC office early enough
   b. Uphold the attorney-client privilege
   c. Pick up the phone instead of writing an email
   d. Create and maintain good records
   e. Follow the process
   f. Rule of thumb: What would you tell a student about roles of employee, attorney for organization, and organizational client?
   g. Know your role – Who talks to an outside attorney? To a student or problematic employee/faculty member?
4. Manage other people in the process as needed
   a. Manage faculty or staff who have to be involved, but have them talk to GC directly when needed
   b. The institution is the client, not you personally
5. Most common issues to involve the General Counsel’s office
   a. Student Conduct/Student Discipline
   b. Employment/Human Relations
   c. Creating implementing new programs/partnerships (contracts and other legal documents)
   d. Range of others could involve FERPA/Privacy, Disability issues, Title IX and discrimination, immigration and international issues, intellectual property, compliance, free speech, and more
   e. Hard question: When should I call GC rather than another office like Human Resources, Student Affairs, Disability Services, Title IX coordinator, etc.?