



Policy Title:	Employment of Outside Legal Counsel
Policy Number:	UNIV-475
Revision Date:	December 2019
Policies Superseded:	PRES-114
Policy Management Area(s):	University Counsel

SUMMARY:

No department, division, individual, or other entity in or of Coastal Carolina University may employ an attorney for legal work or legal consultation of any type for University business without prior review of the Office of University Counsel and the written approval of the Attorney General of South Carolina or, as appropriate, the State Fiscal Accountability Authority.

POLICY:

I. Procedure for Employment of Legal Counsel

A. University offices should send requests for employment of outside legal counsel to the Office of University Counsel. The request form can be found on the University website under “Forms” on the University administration faculty and staff site.

B. University Counsel will review for the following:

1. Necessity of hiring outside counsel for the handling of the issue concerned.
2. Whether the hiring of outside counsel would serve the best interest of the University.
3. Reasonableness of attorney fee.

C. If the hiring is deemed necessary, the Office of University Counsel will forward the request to the Attorney General of South Carolina or, as appropriate, the State Fiscal Accountability Authority for approval.

II. Requests for payment of any attorney and/or legal fees should be routed through the Office of University Counsel.