

## The General Counsel's Office -- Who We Are and What We Do

by Heather Hosfeld

As we begin a new academic year, we wanted to take this opportunity to inform the new faculty and staff (and update the current faculty and staff) about the role of the General Counsel's Office.

Our office was formed in 2001 and consists of two attorneys (Frank Roth and me) and one administrative professional (Elaine Kudella). We are here to provide legal advice to the University, which includes the Board of Trustees, officers, colleges, and academic and administrative departments. We provide legal advice to members of the University community solely within the context of the course and scope of their employment with the University. We offer legal advice in the following practice areas: contracts and business negotiations; litigation and dispute resolution; legal compliance, liability prevention, education and training; and University governance and policies. We cannot provide legal advice or representation to individual members of the University community with respect to personal matters or personal legal issues.

Please visit our website at <http://www.lehigh.edu/~inogc/home-page.html>, where you will find links to University policies, Legal Updates, previous Spotlight articles and frequently used forms and agreements. On the website, you will see that we are

offering two Legal Updates seminars this semester – **Anatomy of a Lawsuit** (October 6) and **Contract Negotiation Tips & Strategies** (December 1). We will continue to add information to the website to make it a useful resource for you.

In an effort to serve the needs of the University community better, we would like to hear from you. If there are topics that you would like to learn more about – either through a Legal Updates presentation, Spotlight article or separate presentation for your department or college, please contact Elaine Kudella at [ep1@lehigh.edu](mailto:ep1@lehigh.edu). Also, if you would like to see additional information on our website, please let us know. We will do our best to address all topics of interest.

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