

*REGIONAL UNIVERSITY SYSTEM OF OKLAHOMA  
OFFICE OF THE GENERAL COUNSEL  
TOPICS FOR LEGAL BRIEFINGS*

The General Counsel is available to conduct legal briefings for faculty, staff and students based upon the then current needs of the university, department or area. The following are some examples of briefings previously presented. However, if there is a particular need at your location, feel free to contact the General Counsel to discuss developing a presentation for your particular needs.

| <b>Topic</b>                                       | <b>Target Audience</b>  | <b>Synopsis of Briefing</b>  |
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| Best Practices in Preventing Contacts with Lawyers | All faculty and staff   | This briefing highlights major aspects of the briefings outlined below. It is designed to give the audience some comfort and confidence in performing their jobs by reducing apprehensions of being sued.  |
| Respectful Workplace                               | All faculty and staff   | Promoting, encouraging and maintaining a respectful workplace is essential. This briefing includes discussions regarding unacceptable harassment, discrimination and retaliation.  |
| Contract Review                                    | Persons who review and/or are authorized to sign contracts and agreements | Every contract or agreement may not warrant review by legal counsel but every contract should be reviewed for acceptable and non-acceptable provisions. This briefing will cover what to look for when reviewing an agreement before it is signed. |
| Legal aspects of the Hiring and Firing process     | Supervisors   | This briefing deals with the legal aspects involved in the hiring and firing process and includes identifying questions which should not be asked, performing background checks, evaluation and termination issues.                                |

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| New Faculty  | New Faculty   | There are many legal aspects relevant to faculty members beyond the classroom. This briefing touches on responsibilities and benefits of working for a State university plus other topics such as FERPA, academic freedom, record retention and accommodation of students.         |
| Legal issues for Supervisors                           | Supervisors   | The briefing identifies some of the major legal issues confronting supervisors on a daily basis such as harassment, discrimination, retaliation and accommodation, the legal importance of being able to spot and deal with these issues, as well as evaluations and terminations. |
| Legal aspects of the Faculty                           | Faculty   | Briefing covers academic freedom, FERPA, confidentiality, classroom behavior, and accommodation of students.   |
| Record Retention, Disclosure & Destruction             | Faculty and staff who receive and/or transmit paper and electronic records of the University  | Briefing covers the Oklahoma Open Records Act, FERPA, and Oklahoma Records Disposition Schedule.   |
| Law in the Resident Hall                               | Resident hall staff   | Briefing covers the legal status of RA's and hall directors as government employees, distinction between a police search and a resident hall search, FERPA, confidentiality, and dealing with the press.   |
| In-House Disciplinary & Grievance Hearings and Appeals | Members of Disciplinary and/or Grievance committees as well as persons in the appeal process. | This briefing covers legal issues involved in the disciplinary process, an overview of due process, procedural suggestions for conducting a hearing, and the duties and responsibilities of the respective players.  |

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| “So now I’m the Department Chair?” | Chairs and Deans  | This briefing deals with some of the legal issues facing the chairs and deans of an academic department including, an overview of discrimination law, conducting performance evaluations, confidentiality of student and personnel information.   |
| Policy Manuals                     | All faculty and staff                                     | This briefing deals with the importance of keeping accurate up to date policies; knowing what is in the policies and following the policies.  |
| The Clery Act                      | Campus Security Authorities (as defined by the Clery Act) | The Clery Act defines Campus Security Authorities (CSA) as any individual who has significant responsibility for student and campus activities who students or employees may be likely to report crimes. This briefing is designed provide an overview of the Clery Act and to assist CSAs in meeting their responsibilities under the Act. |
| Legal Aspects of Academic Freedom  | Faculty   | The concept of Academic Freedom has been around for centuries but has only been formally recognized in the United States Supreme Court since the early 1950s. This briefing discusses the legal parameters and possible current erosion of academic freedom.  |
| Top Ten Conflict of Interest Rules | All faculty and staff                                     | The Oklahoma Ethics Commission creates Rules that govern our behavior as university officials. This briefing discusses the Commission and compliance with the Rules.  |