

APPENDIX E

Survey of Attorneys Outside the OGC: Questionnaire

Survey of University of Iowa Attorneys Outside the Office of the General Counsel (OGC)

1) Name:

2) By what campus unit are you employed, e. g., college or administrative organization:

3) Job title, description, and legal responsibilities (Question 18 speaks to any non-legal responsibilities you may have. In this regard, we recognize that jobs vary in terms of the extent to which responsibilities are plainly legal, plainly non-legal/administrative, and overlapping in terms of legal and non-legal obligations):

4) How long, in years, have you held your current position?

- 0-2
- 3-5
- 6-10
- more than 10

5) A law degree as a requirement for your position:

Yes No

- a. Was a law degree required for your current position when you were hired? Yes No
- b. If your successor were hired today, do you believe that a law degree would be a requirement for the position? Yes No

Additional comments:

6) Are you admitted to the practice of law:

Yes No

- In Iowa? Yes No

In another U.S. jurisdiction?

7) Please indicate for Questions 7 (a) through 7 (j) whether and to what extent your job duties include the following activities. Enter the following codes for each answer as well as any additional comments you may have.

	Never	Infrequently	Sometimes	Frequently	Very frequently
a. Provision of advice as to what the law requires of particular individuals or campus units	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Interpretation and/or application of statutory or regulatory language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Interpretation and/or application of case law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Evaluation of actions or materials proposed by administrators/colleagues to determine their compliance with applicable law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Review of the writings of others (correspondence, memoranda, agreements, etc.) to determine compliance with applicable law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Drafting written materials (correspondence, memoranda, contracts, agreements, etc.) with legal issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Drafting written materials (correspondence, memoranda, court documents, contracts, agreements, etc.) to advance or reflect resolutions of legal disputes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Providing co-workers or administrators with form documents (bar forms, standard contracts, model pleadings, etc.) for use in advancing or resolving legal issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Performing legal research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Attending CLE (Continuing Legal Education) and related professional activities closely related to	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

your job duties

Additional comments:

8) Please estimate the proportion of your time that you devote to legal work and the delivery of legal services to university administrators and/or colleagues

- None
- 1-10%
- 11-25%
- 26-50%
- more than 50%

9) Please indicate if your university appointment is less than full time

yes

10) If part time, what is your appointment?

11) With regard to your legal work over approximately the last three years:

a. Whom did you regard as your client(s)?

b. Without regard to your answer to the preceding question, please list a representative sample of individuals (by name and/or title) for whom you did legal work and to whom you gave legal advice.

12) If you or your office drafted or otherwise provided legal documents to administrators and/or colleagues (we define "legal documents," as including but not limited to, court papers, letters, memoranda, charging instruments, contracts, settlement agreements, etc.):

(a) for whom did you provide the documents? (Please list a representative sample.)

(b) in each of the cases noted in 12a above, what was the document provided and what was its general subject matter?

13) With regard to your professional relationships and resources within and outside the University during approximately the last three years, unless otherwise indicated:

- a. Who is your day-to-day supervisor or manager?
- b. Does anyone supervise your legal work? If so, who?
- c. During the last seven years has a general review and/or evaluation of the quality of your legal performance and/or the performance of your office been conducted?

 - 1. By whom?
 - 2. Through what procedure?
 - 3. How frequently?

- d. Do you have sufficient staff and resources to carry out your legal responsibilities? Are there changes in staff and resources that you would consider desirable? If so, what are they?

14) Please describe in Questions 14a. – 14c. your contacts with the Office of the General Counsel (OGC) on the following scale with comments optional:

	Never	Infrequently	Sometimes	Frequently	Very frequently
a. I consult on an informal basis with attorneys in OGC in carrying out my duties referred to in Question 7 above	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. I initiate contact with attorneys in OGC for advice in carrying out my duties referred to in Question 7 above	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. OGC initiates contact with me concerning the legal aspects of my work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15) In Questions 15a. – 15e. please evaluate, with comments optional, your professional relationship with the OGC, on the following scale:

	Strongly disagree	Disagree	Neutral (i.e., neither agree nor disagree)	Agree	Strongly agree
a. I have a duty to report to					

and consult with OGC in connection with non-routine legal aspects of my job

b. I have an obligation to keep OGC advised of developments in the legal aspects of my job

c. OGC has provided me, locally or otherwise, with useful training in areas related to my job duties

d. Knowledge made available to me by OGC, whether in training events or in connection with specific matters, has been useful to me

e. I find that informal consultation with attorneys in OGC is helpful to me in carrying out my job duties

16) What else do you think our committee should consider in its review of the OGC?

17) Would you like to meet with our committee?

- Yes
- No

18) What is the nature of your non-legal responsibilities, if any, e.g., as a university administrator?

Submit Survey

This survey was created with [WebSurveyor](#)

APPENDIX E - 1

Attorneys Outside the OGC Who Received the
Questionnaire at Appendix E

University of Iowa Attorneys Outside the OGC

	Name	Title	Department
Mark	Abbott	Program Associate II	Athletics
Brenda	Akins	Director/Assistant Director	Research Administration
Thomas R.	Baker	Assistant/Associate Dean	Student Services
Wendy	Beaver	Director/Assistant Director	Division of Sponsored Programs
David	Bergeon	Human Resources Specialist II	Human Resources
Cynthia	Geyer	Assistant Director	UIHC Administration
Daniel	Happe	UI Research Foundation	Research Administration
Bill	Hesson	Senior Associate Director	UIHC Administration
Andrew	Ives	University Business Manager	Finance and Operations
Gerhild	Krapf	Assistant to Vice President	Finance and Operations
Dorothy	Maher		Risk Management Office
Lon	Moeller	Associate Professor	Ombudsperson
Randall J.	Ney	Investigating Officer	Finance and Operations/Presidents Office
Sonja	Rajki	Program Associate I	UIHC Administration
Ann M.	Rhodes	Provost HIPAA Privacy Officer	Provost HIPAA Privacy Officer
Jolene	Sobotka	Senior Assistant Director	UIHC Administration
Pamela	Trimpe	Curator	Art Museum
Michael	Valde	Environmental Compliance Manager	Finance and Operations
Lance	Van Houten	Assistant to the Director	UIHC Administration
Jan	Waterhouse	Associate Counsel, Equal Opportunity	Office of Equal Opportunity and Diversity
Jana	Wessels	Contracts Administrator II	Division of Performing Arts
Charlotte	Westerhaus	Director of Equal Opportunity	Office of Equal Opportunity and Diversity
Ted	Yanecek	Assistant to the Vice President	Finance and Operations