

APPENDIX G

Survey of OGCs at Peer Institutions

Part I: Questionnaire

University of Iowa Review of the Office of General Counsel  
**SURVEY OF GENERAL COUNSEL OFFICES AT PEER INSTITUTIONS**  
**August 31, 2004**

Name of the person completing survey: \_\_\_\_\_

Job title: \_\_\_\_\_

**A. Preliminary Issues**

1. When was the Office of the General Counsel (OGC or Office) established?
2. What is the source of authority for the OGC (e.g., University by-laws, state law)?
3. Please list the typical clients served by the OGC.
4. Please indicate approximately how many students \_\_\_\_\_, faculty \_\_\_\_\_, and staff \_\_\_\_\_ are at the University.
5. If your University is a public entity, what is the relationship between the OGC and the Attorney General's Office?
6. If your University is a public entity, what is the division of labor between the Attorney General's Office and the OGC with respect to University matters?
7. Does the OGC prepare a formal annual or bi-annual report that summarizes the principal activities and achievements of the Office?

**B. Personnel**

8. Who appoints the General Counsel and for what term?
9. To whom does the General Counsel report?
10. Does the General Counsel have the equivalent of a vice-president's rank? Is the General Counsel included in president/chancellor cabinet meetings?
11. Does the General Counsel have formal university administrative responsibilities in addition to being the university's chief legal advisor? If yes, please explain.
12. How many full-time equivalent (FTE) individuals work in the OGC?
13. Of the number indicated in response to Question 10, please indicate how many of those individuals are:

attorneys \_\_\_\_\_

legal assistants and/or paralegals \_\_\_\_\_

administrative and other non-legal support staff \_\_\_\_\_

14. Does the OGC provide budget support for attorneys to attend Continuing Legal Education activities and other professional activities related to their job duties? If yes, please describe the nature of the support.
15. What oversight or supervision does the General Counsel provide for attorneys in the OGC?
16. Are attorneys evaluated annually on a formal basis? If so, please explain the process. If they are evaluated on an informal basis, please describe that process.

**C. Organization**

17. Are attorneys in the OGC organized by areas of expertise? If yes, please explain.

18. Are attorneys assigned functionally to specific departments or programs within the University? If yes, please explain and indicate how many attorneys are so assigned.
19. If yes to Question 18, are the attorneys housed in those specific programs or departments or are they housed in a central OGC?
20. Do attorneys in the OGC report directly to the General Counsel?
21. How often do attorneys in the OGC meet collectively?
22. Are there individuals employed by the University, whose job responsibilities include the provision of legal services or legal advice, who are not affiliated with the OGC?
- 22a. If yes to Question 22, briefly explain the capacities in which these individuals are employed.
- 22b. If yes to Question 22, please indicate whether the OGC maintains an oversight, reporting, or coordinating relationship with these individuals.
- 22c. If yes to Question 22, does the OGC meet with these individuals on a regular basis? If yes, please indicate how frequently such meetings are held.
23. Please indicate any additional comments you care to make concerning the organization or structure of the OGC.

**D. Services Provided**

24. Does the OGC responsibilities include providing oversight of the following services? Please check all that apply:

- Affirmative Action/Office of Equal Opportunity  
 Regulatory Compliance  
 Risk Management  
 Athletics

- Immigration/Visas
- Internal Audit
- Tax Compliance
- Environmental Management
- Human Resources
- Notary Services
- Lobbying or Governmental Relations
- Executive Director of the Board of Trustees/Regents/Secretary
- Other (please list)

25. Does the OGC utilize outside counsel to assist with particular matters requiring specialized expertise? If yes, typically on what type of matters?
26. If yes to Question 25, please describe the relationship with outside counsel (e.g., billable hours, flat fee, supervised by the General Counsel).
27. Do individuals other than the General Counsel have the authority to hire outside counsel? If yes, please explain.
28. Please identify the most pressing issues confronting the OGC.

**E. Education & Communication that Affects the Delivery of Services**

29. Does the OGC maintain a web page that provides answers to routine questions relating to issues such as discrimination, harassment, and affirmative action; employment and labor relations; access to personnel or student data; purchasing and contracting; and/or free speech and religion?
30. Does the OGC distribute a newsletter or other publication to keep clients and members of the University community informed about the OGC and/or important legal issues?
31. If yes to Question 30, is the publication prepared by an OGC staff member?
32. If yes to Question 30, please indicate how often the publication is distributed.

33. Apart from the activities referenced in Questions 29 and 30, are there other activities that the OGC pursues to enhance awareness of the OGC and the services it provides (e.g., campus training, seminars, workshops)? If yes, please describe.
34. Does the OGC survey users of the Office to assess their satisfaction with the services provided?
35. If yes to Question 34, how often?
36. Given no financial or political constraints, what changes within the OGC and its role within the University would you recommend?