



Procedure Summary

As employees of the State of Texas, employees of East Texas A&M University (the University) are entitled to certain legal protections, including representation by the Office of the Attorney General in civil litigation as governed by various statutes. State law also provides that, in certain circumstances, such employees may be indemnified for the costs of private representation.

This procedure provides minimum procedures to be used by university employees when requesting legal protection.

Procedures and Responsibilities

1 INDIVIDUAL NOTIFICATION

- 1.1 In the event an employee is notified that legal action is being taken against him/her as a result of an act or omission by the employee in the course and scope of employment at the University, the employee should immediately notify the President's Office. Such notification may be accomplished by a telephone call, followed by a facsimile or in writing. In all cases, The Texas A&M University System Office of General Counsel should be notified within 48 hours of formal notification of legal action.
- 1.2 After receiving notice of pending litigation, the President or designee will forward all documentation to the Office of General Counsel.
- 1.3 All employees will cooperate fully with the Office of General Counsel and the Office of the Attorney General in the investigation and all other aspects of the litigation.

2 UNIVERSITY NOTIFICATION

- 2.1 In the event an employee is notified that legal action is being taken against the University, the employee shall immediately notify the President's Office. After receiving notice of pending litigation, the President or designee will immediately notify and forward all documentation to the Office of General Counsel.
- 2.2 All litigation discovery and production requests will be forwarded to the President's Office for notification and determination by the Office of General Counsel.

2.3 The University Ethics & Compliance Office will serve as a central clearinghouse for all litigation discovery and production requests.

2.4 All employees will cooperate fully with the Office of General Counsel and the Office of the Attorney General in the investigation and all other aspects of the litigation.

Related Statutes, Policies, or Requirements

System Policy [09.04 Litigation](#)

System Regulation [09.04.01 Legal Counsel and Attorney General Opinion Requests](#)

Revision History

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Contact Office

President's Office

903-886-5009