

09.04.01.R1

Litigation

Approved September 1, 1996

Revised February 19, 2009



Rule Statement

As employees of the State of Texas, employees of Texas A&M University-Commerce 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.

Reason for Rule

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

Procedures and Responsibilities

1. In the event an employee is notified that legal action is being taken against him/her based on the performance of his/her duties at A&M-Commerce, he/she should immediately notify the Office of General Counsel and the President's Office. Such notification may be accomplished by a telephone call, followed by a facsimile or in writing. In all cases, the Office of the General Counsel should be notified within 48 hours of formal notification of legal action.
 2. After receiving notice of pending litigation, the President will immediately notify and forward all documentation to the Office of General Counsel of The Texas A&M University System, who will be responsible for handling all aspects of the litigation from this point forward.
 3. All employees will cooperate fully with the Office of General Counsel in the investigation and all other aspects of the litigation.
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Related Statutes, Policies, or Requirements

System Policy [09.04 Litigation](#)

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

Contact Office

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