

MISSION STATEMENT
of the **OFFICE OF THE GENERAL COUNSEL**
of **LOYOLA UNIVERSITY OF CHICAGO**

The Office of the General Counsel of Loyola University of Chicago is charged with the responsibility of providing, or causing to be provided, all legal counsel and representation to Loyola University of Chicago and its subsidiaries. The mission of the Office of the General Counsel is to provide first class legal services to the University and all of its subsidiaries. To accomplish our mission we seek to:

- provide timely and responsible legal guidance;
- address existing and potential legal problems;
- reduce exposure to legal risk;
- help the institutional clients effectively and efficiently achieve their objectives;
- provide strong, vigorous and responsible advocacy;
- coordinate and supervise all legal services for the institutional clients, ensuring that they meet the high standards of the Office.

The University and its subsidiaries, as institutions, are our clients, but our legal services to these institutions are provided through the individuals who carry out our clients' work: their Boards of Trustees or Directors, their officers, deans and heads of other academic units, department heads, or other designated representatives who raise questions relating to the interests of the University and its subsidiaries. It follows, therefore, that the institutions' needs and interests be recognized and placed above those of any of their units or employees. We will provide legal advice and representation to those employees acting within the scope of their duties, but we cannot provide personal legal advice or representation to employees or students.

We shall strive to understand our clients' objectives, and to alert them to the legal issues that may impact them. We will endeavor to keep abreast of legislative, regulatory and case law, so that we can respond to requirements imposed by new developments. We shall

strive to keep abreast of issues affecting higher education and academic medical centers generally, so that our advice is given in the context not only of institutional needs, but also in the real world context of changes affecting higher education and academic medical centers at large.

The goal of our department, to the maximum extent possible, is prevention--to keep issues from becoming problems and problems from becoming lawsuits. Through timely and knowledgeable advice, we aid our clients in avoiding or reducing exposure to legal risks. We help the University and its subsidiaries discharge their missions by helping to create an awareness of the legal ramifications of proposed actions, and by suggesting available alternative solutions where problems arise. Through regular interaction, formal and informal, with the many individuals who carry out our clients' work, we seek to help these individuals analyze situations and sharpen their own objectives and strategies.

When required to appear before courts, administrative agencies, or other public bodies, we provide strong and responsible advocacy. In non-adversary public situations we are also advocates and ambassadors for our clients and their missions, recognizing that our work in every setting reflects not just on us as lawyers, but on these institutions as well. In working with and addressing employees of our clients and other persons who come in contact with the Office of the General Counsel, we will recognize the importance of professional conduct, and will strive to acknowledge the inherent dignity of each individual, treating him or her accordingly. In working with employees of our clients, and particularly with employees of the Office of the General Counsel, we will recognize the importance of teamwork in performing our duties.

We are responsible for allocating available resources appropriately in seeking to achieve this mission and in the resolution of legal matters. We recognize that certain requests for legal services take priority over others, depending on the urgency and completeness of the request, the authority of the individual making the request, the significance of the legal issues, and the overall importance of the issue to the University.

In fulfilling the mission of this department, we strive to exercise professional competence and independent judgment, avoid personal conflicts of interest or the appearance thereof, maintain the highest standards of ethical conduct, and be guided by the Rules of Professional Responsibility and the Mission Statement of Loyola University of Chicago.