

09.04.01.R0.01 Litigation
Approved September 1, 1996
Revised February 19, 2009



Procedure 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 Procedure

This procedure 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 as a result of an act or omission by the employee in the course and scope of employment at A&M-Commerce, the employee 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.
 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.
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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

President's Office
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