

Checklist for 'Settlements of Legal Claims, Grievances and Complaints'

1. For all legal matters, the Department Head is to seek assistance from the appropriate area noted below to determine the nature and extent of any legal assistance and, where necessary obtain approval to seek outside counsel:

ISSUE/MATTER	RESPONSIBILITY
business transactions and/or contracts	Vice-President, Business Affairs
academic issues including agreements with other institutions	Vice-President and Provost
intellectual property matters, research contracts	Vice-President, Research and Associate Provost
endowments, donations, trusts	Department of University Advancement (In-House Counsel)
real estate matters / leases	Real Estate Department
immigration matters, academic personnel matters or appeals	Vice-Provost Academic
insurance issues	Director, Risk Management and Insurance
employment / labour relations issues	Assistant Vice-President Human Resources or the ^{or} of Labour Relations
governance matters / receipt of writs	Secretary of the Governing Council

After consultation as noted above:

2. If external counsel is to be contacted for assistance, go to 5.
3. If external counsel is not to be contacted for assistance, go to 4.
4. A 'Settlement Agreement' is to be prepared by the University's internal counsel and approved by one of the President, a Vice-President, an Assistant Vice-President, the CFO, the Deputy Provost, a Vice-Provost or designate.
5. Authorization to contact external counsel is obtained from the Chair and Secretary of the Governing Council, President, a Vice-President, Assistant Vice-President, the Vice-President and Provost, Deputy Provost or a Vice-Provost.
6. The appropriate external counsel to use is approved by the President or his designate.
7. A 'Settlement Agreement' is to be prepared by the external legal counsel and approved by either of the President, a Vice-President, an Assistant Vice-President, the CFO, the Deputy Provost, a Vice-Provost or designate.