

WASHINGTON AND LEE
UNIVERSITY

OFFICE OF GENERAL COUNSEL

**W&L Policies, Frequently Asked Questions, and
Helpful Resources for Legal Issues**

Faculty Resources 2011-2012
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CODE OF POLICIES – www.wlu.edu/x28786.xml OR go.wlu.edu/policies

A few policies/protocols of particular importance to faculty:

Confidentiality and Information Security

Computing Resources, Network and Email Use www.wlu.edu/x31425.xml

Confidentiality www.wlu.edu/x31510.xml

FERPA-Student Education Records go.wlu.edu/FERPA

Copyright and Other Intellectual Property Issues

Audio/Video Recording of Classes www.wlu.edu/x55214.xml

Copyright www.wlu.edu/x30754.xml

Intellectual Property www.wlu.edu/x32958.xml

Discrimination, Harassment, and Retaliation

Consensual Relationships www.wlu.edu/x32854.xml

Prohibited Discrimination, Harassment, Sexual Misconduct, and Retaliation
www.wlu.edu/x32882.xml

General Administration

Contracts Administration [including delegation of signing authority]
www.wlu.edu/x33003.xml

Document Retention and Disposition www.wlu.edu/x32856.xml

Governance

Whistleblower www.wlu.edu/x31879.xml

International Issues

Inviting International Visitors www.wlu.edu/x20065.xml

Traveling Abroad www.wlu.edu/x38570.xml

Research

Export Controls www.wlu.edu/x36056.xml

Human Subjects Research www.wlu.edu/x32906.xml

Research Misconduct www.wlu.edu/x33001.xml

FREQUENTLY ASKED QUESTIONS – www.wlu.edu/x38351.xml

A few of the topics addressed on the Office of General Counsel FAQ webpage:

Attorney-Client Privilege

Contracts

Insurance Coverage for Vehicle Use on University Business

Outside Attorneys, Government / Law Enforcement Inquiries, and Subpoenas

Political Activities by Employees

Reporting of Various University-Related Matters

Use of W&L Name, Logos, or Marks

HELPFUL GUIDANCE DOCUMENTS

Faculty Resources: Practical Tips for Department Chairs

[Faculty Hiring](#)

[Faculty Evaluations](#)

Disability Accommodations Guidance

www.wlu.edu/Documents/general_counsel/FacGuidance.pdf

Privacy of Student Records (FERPA)

www.wlu.edu/Documents/general_counsel/FERPA.QandA.pdf

www.wlu.edu/Documents/general_counsel/FERPAFacGuidance.pdf

Recognizing Prohibited Discrimination, Including Sexual Harassment

www.wlu.edu/Documents/general_counsel/RecognizingDiscrim.doc

Resources Contact Information (for Discrimination/Harassment Complaints)

www.wlu.edu/documents/general_counsel/Resources.docx

Guidance to University Employees on Information Security

www.wlu.edu/x49931.xml

Record Retention Schedule for Faculty

Undergraduate Faculty: www.wlu.edu/Documents/general_counsel/UGFaculty.pdf

Law Faculty: www.wlu.edu/Documents/general_counsel/LawFaculty.pdf

WEB RESOURCES OF SELECTED W&L DEPARTMENTS

Office of General Counsel

counsel.wlu.edu

(Tutorials and Other Topical Resources)

Office of the University Registrar

registrar.wlu.edu

(Faculty, Student, and Alumni Resources)

Office of the Provost

provost.wlu.edu

(Faculty Handbook and Other Faculty Resources)

Office of Student Affairs

studentaffairs.wlu.edu

(Student Handbook)

Office of Human Resources

humanresources.wlu.edu

(Employee Handbook and Staff Resources)