

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SYSTEMWIDE ADMINISTRATION  
**OFFICE OF THE VICE PRESIDENT FOR  
LEGAL AFFAIRS AND UNIVERSITY GENERAL COUNSEL**

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of the Vice President for Legal Affairs and University General Counsel provides legal services to the Board of Regents, the President, administrators, and staff of the University of Hawai'i.

MAJOR FUNCTIONS

- Provides, coordinates, and oversees all legal services to the University.
- Provides advice and counsel regarding University policies, procedures and practices, strategies and proposed courses of action.
- Represents the University in federal and State court, administrative hearings, arbitrations, and contract negotiations.
- Provides advice and counsel to senior level executives and administrators on all legal matters and issues; participates in system level strategic efforts to support the President and others.
- Represents the University in all administrative proceedings and all courts in litigation matters, including torts and employment matters.
- Reviews and approves as to legality and form contractual documents.
- Furnishes legal opinions as requested by the Board of Regents and senior level executives, including legal memoranda.
- Makes settlement recommendations to the University administration.
- Performs legal research.
- Prepares and reviews legal documents including contracts and agreements to ensure that such documents comply with applicable laws, statutes, and University policy and are appropriately drafted to accomplish the University's objectives in the matter.
- Provides assistance in drafting rules and policies.
- Meets regularly with clients to prepare for cases and keeps the University administration apprised of major cases.
- Provides training on legal issues to University administrators and staff.