POSITION DESCRIPTION

Chief Campus Counsel

The Chief Campus Counsel serves as a member of the Chancellor’s senior leadership team, working collaboratively with and serving as advisor to the Chancellor and campus senior leaders. They are responsible for a wide range of legal, regulatory, policy and governance issues that may arise, either by providing advice directly or in consultation with other University of California attorneys or by engaging the services of outside counsel. The Chief Campus Counsel also provides legal advice and assistance to organizations and programs affiliated with the campus on matters concerning their university relationship. They similarly serve on the UCOP General Counsel leadership team and provide coordination and liaison between the Office of the Chancellor, the Office of the President, and the Office of the General Counsel concerning the needs and requirements of UC Santa Cruz pertaining to legal matters.

Reporting to the Chancellor and UC General Counsel, the Chief Campus Counsel provides legal assistance and services to the Santa Cruz campus and serves as a senior advisor on institutional policy and decision-making that requires a legal perspective. They work with representatives of the campus to develop or modify practices and procedures to conform with legal requirements and reduce risk, act as a liaison with outside legal firms, monitor litigation of importance to the campus, and keep informed on legislation and case law developments affecting University operations. They provide advice on a wide range of legal questions associated with the administration, management, and operation of the campus as requested by the Chancellor including employee relations, employee organizations, academic personnel, equal opportunity and affirmative action, patents, licenses, copyrights, intellectual property, risk management and insurance, taxes, health affairs, real property and development of campus facilities, campus security and safety, auxiliary and service enterprises, tort liability and insurance, fundraising, contracts, and other legal considerations contained within or related to these broad categories.

The Chief Campus Counsel also coordinates and consults with the General Counsel of The Regents, and provides staff assistance on the legal rights and obligations of the institution to the Chancellor, and through the Campus Provost and Executive Vice Chancellor (CP/EVC), Vice Chancellors, Associate Vice Chancellors, Deans, department chairs, unit heads, and other academic and administrative officers of the campus. They report to the Chancellor administratively and to the General Counsel as to the substance of legal services and advice.

Responsibilities

- Provides or obtains legal advice for matters of general concern such as administrative appeals, tax, real property, copyright, patents, intellectual property, licenses, conflict of interest, maintenance of records, campus police procedures, occupational safety and health, tort liability, insurance, landlord-tenant relations, leases, contracts, athletic conference rules,
gifts, grants and endowments, constitutional law (religion, speech, association and procedural rights) and various other institutional rights and responsibilities.

- Negotiates or acts as agent of the campus administration in special transactions when designated by the Chancellor including preparation of settlement agreements, special contracts and agreements, license applications, exchange agreements with other universities, liability waivers, acceptance of subpoenas and interaction with governmental agencies.

- Prepares or obtains from the Office of General Counsel legal opinions and advice as sought by the campus administration.

- Prepares or directs the preparation of correspondence, documentation, reports, and executive summaries as requested by the Chancellor.

- Negotiates or acts as an agent of the campus administration in various transactions when designated by the Chancellor.

- Assists the Chancellor in formulating policy and makes recommendations with particular emphasis on contract law, real estate, employee relations, research, development and land use.

- Handles policy deliberations in consultation with academic and administrative officers, according to the view of the Chancellor. The Chief Campus Counsel also provides liaison with the Office of the President and the Office of the General Counsel, as appropriate.

- Conducts a systematic review and evaluation of proposed campus policy or revisions to current policy and advises the Chancellor, the Vice Chancellors, or other originating officer on the legal implications of policy content and promulgation. Where existing legal opinions are insufficient or where law is unclear or ambiguous, consults with the Office of the General Counsel.

- Assists in the formulation of the campus response to University-wide policy initiatives and participates, from time to time, on University-wide committees engaged in the preparation and revision of University policy.

- Provides legal advice to the Chancellor or other final decision maker on the wide range of legal questions associated with employee relations including rights and privileges of tenure, personnel grievance procedures, equal opportunity and affirmative action, staff and academic personnel policies and employment contracts.

- Coordinates the provision of legal advice by the Office of Campus Counsel and other administrative officers concerning lawsuits affecting the campus; assists the Office of General Counsel with the collection of documents, discovery responses and witness interviews; and provides input to the Office of General Counsel on campus interests involved with or affected by litigation.
- Coordinates the provision of legal advice to the Chancellor and other administrative officers concerning the campus’s interaction with Federal, State and local agencies, in concert with the Office of Government and Community Relations and the Vice Chancellor for Research.

- Provides an environment of individual growth and career development, recognizing and utilizing skills of others through clear, specific and timely performance feedback; recruits, mentors and retains talented managers and employees; and provides effective coaching, delegates effectively and rewards superior performance.

- Develops strategic goals and objectives to achieve accountability and efficient stewardship of University resources (operational, financial, and human) in a manner consistent with campus and systemwide objectives and initiatives.

- Executes all other duties and responsibilities assigned by the Chancellor and those which are implicitly recognized or can reasonably be assumed.

**Basic Qualifications**

- Established expert in the legal field with relevant practice experience in an academic institution, law firm, or as in-house counsel for a corporation or other entity.

- Demonstrated commitment to the highest ethical standards and proven ability to maintain confidentiality and exercise discretion and tact when handling sensitive or potentially sensitive issues.

- Demonstrated commitment and contributions toward diversity, equity, and inclusion.

- Advanced written communication skills and ability to create and deliver effective documents, materials and/or presentations appropriate to a particular audience.

- Advanced interpersonal communication skills including proven ability to actively listen, negotiate, persuade and educate and to build and enhance relationships.

- Able to understand highly complex legal issues and ability to foresee implications, even when ambiguous or hidden.

- Ability to mentor and coach all levels of staff and provide for succession planning.

- Advanced research skills and ability to readily identify critical legislative changes with potential impact to the university.

- Ability to work well under conditions of heavy workload, frequent hours outside normal business hours, rapidly changing priorities, and deadlines requiring immediate action.

**Preferred Qualifications**

- Experience working in a university environment. (Preferred)
- Knowledge of federal, state, University of California and UCSC campus policies and procedures.

**Special Conditions of Employment**

- Work hours beyond the standard 8:00 a.m. – 5:00 p.m. work day. Travel (inside and outside of normal business hours) required;
- Successful background check;
- Financial disclosure requirements of the California Reform Act of 1974;
- Annual disclosure of outside professional activities;
- Mandatory trainings as required by the University of California;
- Per the Child Abuse and Neglect Reporting Act (CANRA), this position has been identified as a Mandated Reporter. The selected candidate will be required to report known or suspected child abuse or neglect as defined by CANRA and will be required to sign a Statement Acknowledging Requirement to Report Child Abuse prior to commencing employment.

**Equal Employment Opportunity/Affirmative Action (EEO/AA) Statement**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees. Inquiries regarding the University's equal employment opportunity policies may be directed to: UCSC Equal Employment Opportunity webpage.