



General Counsel



University
of Idaho

CONTENTS:

- 2 Office of General Counsel
Role and Mission**
- 4 Position Summary**
- 4 Responsibilities**
- 5 Required Qualifications;
Preferred Qualifications**
- 7 The University of Idaho**
- 12 Organizational Structure**
- 15 About Moscow**
- 16 Application Information**

The University of Idaho (U of I) invites applications for the position of General Counsel. This University-wide leadership position reports directly to the President. The General Counsel is the chief legal officer, who provides professional and authoritative legal advice and consultation relating to University matters, as well as the U of I's chief compliance officer.

The General Counsel will be an outstanding leader who will uphold the University's values of excellence, respect, integrity, perseverance, and sustainability. A highly accomplished and experienced attorney, the General Counsel will be an innovative and forward-thinking strategist, a creative problem solver, and a collaborative consensus-builder and thought partner. With high professional and personal qualities that instill confidence and trust, the General Counsel will bring the capacity to lead and provide guidance in a complex and changing higher education environment.

Founded in 1889, University of Idaho is Idaho's land-grant research University. Guided by the University's mission to shape the future through innovative thinking, community engagement and transformative education, U of I thrives to expand the institution's intellectual and economic impact and make higher education relevant and accessible to qualified students of all backgrounds.

OFFICE OF GENERAL COUNSEL

The Office of General Counsel represents University of Idaho in all legal matters arising from University business. The office supports all of the activities of the University through analysis and opinions related to the legal and policy issues inherent in teaching, research, outreach and related services. Attorneys in the Office of General Counsel have the sole authority to obtain legal services from attorneys outside the office regarding University matters. The office does not represent and cannot provide legal advice to students, except in their role as employees of the University. The office only provides legal advice about matters related to official University business and cannot advise persons who may have a claim against the University or one of its employees.

Role and Mission

The Office of General Counsel is a service unit of the University within the Office of the President. The General Counsel reports directly to the President. The Office of

General Counsel provides legal and policy analysis services to the University. The office supports all of the activities of the University through analysis and opinions related to the legal and policy issues inherent in teaching, research, outreach and related services. Specific office programs and services include:

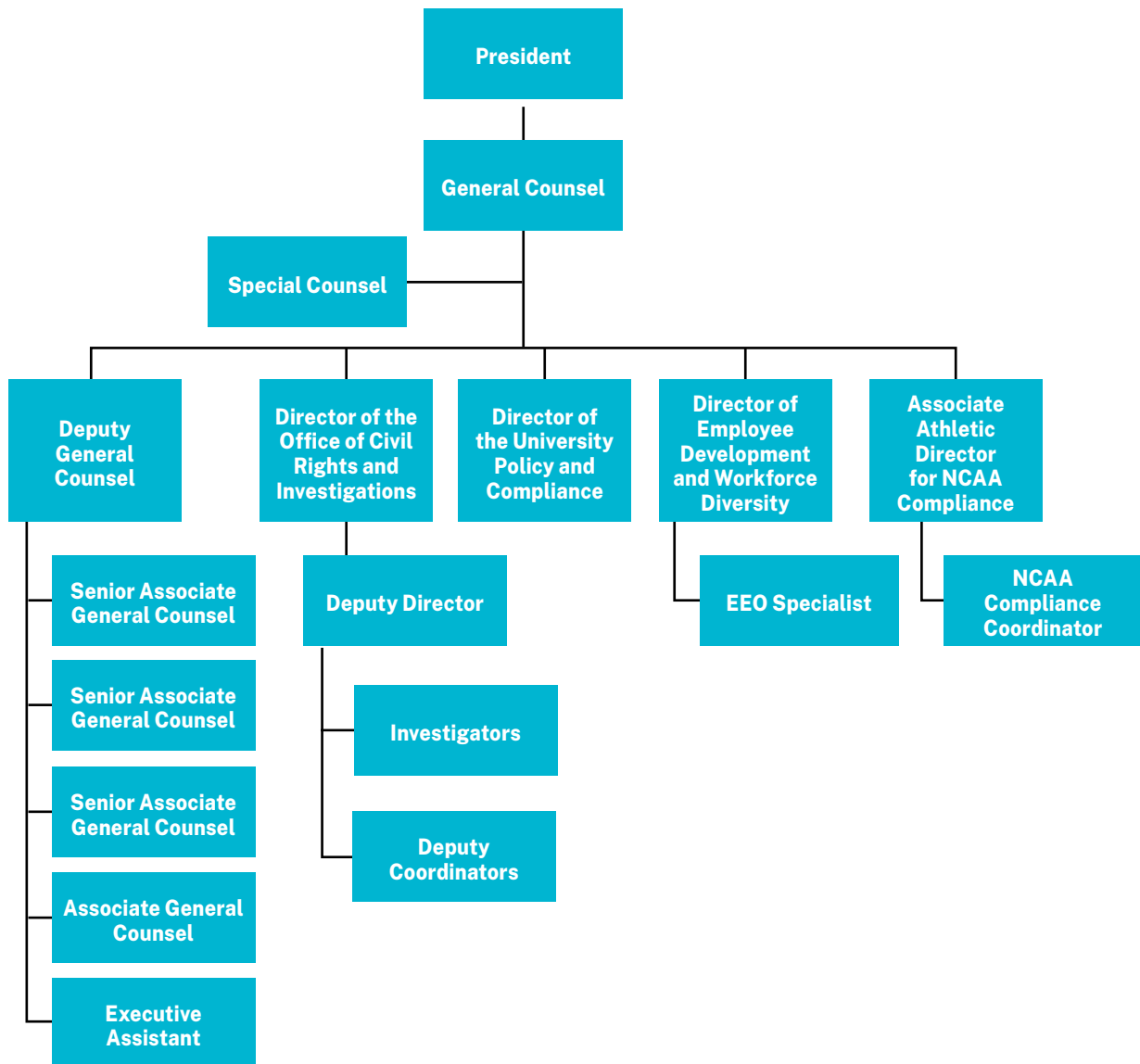
- advising the President and members of the President's staff;
- providing proactive legal services and responding to specific problems as they arise;
- reviewing and participating in the development of University policies to ensure compliance with applicable law and the polices and rules of the Regents of University of Idaho;
- managing legal claims made against the University and participating in internal review processes which might lead to legal claims;



- participating in the development of financial and contractual relationships throughout the University by, for example, negotiating and conceptualizing contractual content, reviewing contracts and sponsored research agreements, providing advice and drafting documents related to real estate transactions, and serving as in-house counsel on bond issues;
- providing advice in areas that support the strategic goals of the University in the next decade such as intellectual property, University advancement, athletics, salary equity, diversity and distance learning and outreach; and

- providing training to University employees on matters with significant legal implications.

The Office of General Counsel includes, in addition to the General Counsel, six attorneys and an executive assistant. In addition, the Director of the Office of Civil Rights and Investigations/Title IX & ADA Coordinator, the Director of University Compliance and Associate Athletic Director for NCAA Compliance and the NCAA Compliance Coordinator report to the General Counsel.



POSITION SUMMARY

The General Counsel reports directly to the President and is the University's chief legal officer in providing professional and authoritative legal advice and consultation relating to University matters, and the University's chief compliance officer. Requests for legal services flow through the Office of General Counsel. Responsibilities involve interpreting the constitutional, statutory and regulatory framework in which the University operates; managing all outside counsel, litigation, and agency complaints; providing legal and policy advice in a variety of areas within the University, including employment law, student legal issues, intellectual property, real estate, contracts, organizational governance, affiliated entities, sponsored research, disabilities, drug-free workplace requirements, computer and information technology issues, copyright issues, defamation issues, civil rights, sexual harassment, promotion and tenure, peer review processes and fundraising. In addition, the University is a leader in creative partnerships and affiliations with the private sector and with public and private institutions of higher education. The General Counsel position is a critical member of the University team in these transactions.

RESPONSIBILITIES

Provide professional legal advice and consultation by:

- Serving as the point of first contact on all legal matters and providing direct legal service to University officers on all routine legal matters;
- Coordinating and retaining external counsel for non-routine and specialized legal matters as well as all litigation;

- Interpreting the constitutional, statutory, and regulatory framework in which the University operates;
- Meeting regularly with the President, Provost and Executive Vice President, Vice President for Finance and Administration, Vice President for Research and Economic Development, Vice President for Advancement, as well as the Athletic Director, Director of the Office of Civil Rights and Investigations, and the Director of Internal Audit to ensure that legal needs are being served adequately;
- Working with Risk Management and the Executive Director of Human Resources to track and manage litigation handled by the Idaho Bureau of Risk Management and complaints filed with the Idaho Human Rights Commission or the Department of Education Office for Civil Rights;
- Advising the President on legal issues that relate to external boards that serve the University, e.g. UI Foundation, UI Alumni Association, Idaho Research Foundation, Vandal Booster Board, etc.;
- Managing all outside counsel, litigation, and agency complaints, in addition to providing legal and policy advice in a variety of areas within the University;
- Keeping the President apprised of the progress of pending and possible litigation;
- Working with the office of the UI Board of Regents/State Board of Education on behalf of the President on legal matters that require Board attention;
- Overseeing the legal budget of the University.

Oversee compliance with state, federal and local legal requirements by:

- Reviewing University policies for legal compliance and monitoring changes to the Faculty-Staff Handbook and other documents describing policies for legal compliance and implications;
- Proactively considering the needs of various offices and helping to design systems for efficient and on-going review of all transactions and legal considerations, such as real estate contracts, student records, public records, open meetings, adjudicatory processes, and employment decisions;
- Overseeing University compliance system, including supervising Director of Employment Equity and Compliance, Employee Development and Learning;
- Supervising Associate Athletic Director for NCAA compliance.



Providing management and leadership to the Office of General Counsel by:

- Supervising attorneys and support staff;
- Supervising Associate Athletic Director for NCAA compliance;
- Managing the office budget;
- Attending meetings of the University's Board of Regents;
- Completing mandatory workplace related training modules;
- Writing and drafting papers; accomplishing related results as needed.

Required Qualifications

- A Juris Doctor degree;
- Active membership in good standing in the Idaho State Bar or eligibility and immediate application to membership of the Idaho State Bar;
- Ten years of progressively increasing responsibility as an attorney;



- Working independently and maintaining working relationships with colleagues, students, faculty, and staff;
- Leadership experience, identifying potential legal problems, and developing policy initiatives;
- Experience as counsel to institutions presenting issues and challenges comparable to those found at the University of Idaho;
- Possess ethical values and professional skills in the practice of law.
- Knowledge of the statutory and constitutional framework in which a University operates, federal and state regulations applicable to institutions of higher education and processes of shared governance in academic settings;
- Experience in collaborative problem-solving;
- Familiarity with the roles and missions of land-grant universities;
- Experience representing entities with public governing boards;
- Knowledge of intellectual property and University research programs; and
- Experience in dealing with issues of equal opportunity and diversity.

Preferred Qualifications

- Experience as counsel to an institution of higher education or to a similarly complex organization with multiple constituencies;
- Experience in complex transactions involving public institutions of higher learning, including transactions with other public institutions and transactions with the private sector;



UNIVERSITY OF IDAHO

The University of Idaho leads education, research, and outreach as the state's land-grant institution. Its nearly 12,000 students come from all 50 states and around the world, with a solid base of Idaho students that continues to grow, despite national trends.

The University of Idaho is accredited by the [Northwest Commission on Colleges and Universities](#).

Mission:

The University of Idaho will shape the future through innovative thinking, community engagement and transformative education.

The University of Idaho is the state's land-grant research University. From this distinctive origin and identity, we will enhance the scientific, economic, social, legal and cultural assets of our state and

develop solutions for complex problems facing our society. We will continue to deliver focused excellence in teaching, research, outreach and engagement in a collaborative environment at our residential main campus in Moscow, regional centers, extension offices and research facilities across Idaho. Consistent with the land-grant ideal, we will ensure that our outreach activities serve the state and strengthen our teaching, scholarly and creative capacities statewide.

Our educational offerings will transform the lives of our students through engaged learning and self-reflection. Our teaching and learning will include undergraduate, graduate, professional and continuing education offered through face-to-face instruction, technology-enabled delivery and hands-on experience. Our educational programs will strive for excellence and will be enriched by the knowledge, collaboration, diversity and creativity of our faculty, students and staff.



Vision:

University of Idaho will expand the institution's intellectual and economic impact and make higher education relevant and accessible to qualified students of all backgrounds.

Exceptional research universities such as University of Idaho prepare their students not just with today's knowledge but also with the ability to discover new knowledge, solve novel problems, lead and construct the future. We educate students at the undergraduate, graduate and professional levels to meet the needs of Idaho and the world. We improve lives by creating knowledge and impact through our research, scholarship and creative activity.

As Idaho's land-grant University, U of I will maintain its current leadership in research and engagement with Idaho communities. Putting new knowledge into action requires persistent growth in creating and executing ideas that matter. We will continue to provide leading graduate and professional education including enhanced production of doctoral, masters and professional degrees. U of I will become a Carnegie R1 (Highest Research Activity) institution known for excellence in our areas of strength and recognized for interdisciplinary research.

U of I will serve any qualified student by providing access to the unique educational experience that a research University affords. The University will enroll a mix of resident and nonresident (including international) students at the graduate and undergraduate levels. Our resident students will represent a cross-section of Idaho in ethnic, socioeconomic and demographic terms. Education at U of I is not simply the transmission of knowledge, but is also the preparation for students to become problem solvers and lifelong learners. This is why we

augment discipline-specific learning with a strong foundation in the liberal arts.

The University will excel in student success as measured by the transformative educational experience and the achievement of student learning outcomes; and by readily quantifiable measures such as high retention and graduation rates, employment/career outcomes for students, other measures of student engagement and learning to include the National Survey of Student Engagement (NSSE) and internal measures. The University will engage and lead across the state in an effort to help Idaho achieve its goal of 60 percent postsecondary education attainment. To achieve this goal, U of I undergraduate enrollment and graduates will increase 50 percent over current levels. The University will be a purpose-driven organization, a vibrant intellectual community that attracts, retains and develops great faculty and staff. We will achieve this outcome by using our existing resources effectively, generating additional resources and improving our physical and professional environment.

Values and Principles:

The University of Idaho will shape the future through innovative thinking, community engagement and transformative education.

Excellence – Individual commitment to excellence is central to the values we promote. We value the purposeful pursuit of knowledge that improves our communities and prepares us for a lifetime of service. We believe in a culture of leadership and promotion of excellence that passionately educates those seeking knowledge and celebrates success when that knowledge is applied to address societal challenges.

Respect – Central to our productivity and morale is a climate that is considerate and respectful. University of Idaho is an extensive and diverse community of people from varied backgrounds and beliefs. We welcome the viewpoints and contributions of everyone in our community. We believe that an institution is only as strong as its ability to include diverse perspectives that critically contribute to U of I’s mission.

Integrity – We believe that adherence to and a shared understanding of ethical principles is necessary for effective collaboration within an educational community. U of I is committed to internal congruence as well as openness and transparency in decision-making and leadership.

Perseverance – U of I is a community that is brave and bold in our pursuit of higher aspirations, always pushing to offer the best opportunities and environment for our students, faculty, staff and community. We are confident in our ability to succeed and have demonstrated long-term discipline to achieve our goals.

Sustainability – We embrace our personal and social obligation to ensure the sustainability of our future. For this community, ensuring a sustainable healthy lifestyle is part of a comprehensive desire to acknowledge stewardship of the natural environment to human interactions and well-being.

Campus and Locations

U of I is a residential University with its main campus in Moscow, Idaho. It serves students statewide with centers in Boise, Coeur d’Alene, and Idaho Falls, as well Extension centers in 22 of the 24 counties and an outdoor field campus in McCall. U of I Campus 360 is the online arm of the institution, serving learners from all across the country.

Strategic Plan

The University of Idaho will be guided through 2025 by the [strategic plan](#) crafted during the 2015-16 school year and approved by the Idaho State Board of Education in June 2016. The planning process for the next strategic plan kicks off in Spring 2024. The process will be managed through the Provost/Executive Vice President’s office and will utilize an external consulting firm to facilitate the development and execution of the strategic plan.

The strategic planning process will result in a comprehensive five-year plan that will outline goals and objectives, and will guide priorities based on research, input from a variety of stakeholders, and consensus on the vision and mission of the organization.

Academics

As a noted national leader in student-centered learning and interdisciplinary research that promotes public service, the University combines the strength of a large University with the intimacy of small learning communities and a focus on helping students succeed and become leaders. More than 2,500 faculty and staff support and guide over 100 Bachelor’s, 63 Master’s, and 32 doctoral degree options in the colleges of:

- Agricultural and Life Sciences
- Art and Architecture
- Business and Economics
- Education, Health and Human Sciences
- Engineering
- Law
- Letters, Arts, and Social Sciences
- Natural Resources
- Science

As well as the state’s only medical school, training doctors through collaboration with the University of Washington – a top ranked family practice program. The College of Law is the state’s only law school, training lawyers who contribute to the legal profession in Idaho and beyond.

Research and Innovation

Recognized as a Carnegie Classification of Institution of Higher Education as a Doctoral University with “higher research activity” university, U of I’s research trajectory, including expenditures of \$115.5 million in 2022, is toward R1 status by 2025. The Office of Research and Economic Development enables, supports, performs and promotes research, scholarly and creative activities that address the needs and expectations of the state, region and world.

Athletics

Vandal athletic teams compete in 14 men’s and women’s NCAA Division I sports in the Big Sky Conference. Men’s sports include Basketball, Football, Golf, Tennis, Track & Field, and Cross Country. Women’s sports include Basketball, Golf, Soccer, Swimming & Diving, Tennis, Track & Field, Cross Country, and Volleyball.

Student Life

U of I students have access to over 200 areas of study across nine academic colleges, ranging from agriculture and engineering to business and law. Our programs provide students with a comprehensive education that prepares students for a lifetime of success. Our faculty members are experts in their fields, and they provide personalized attention and mentorship to each student.

In addition to academic programs and research opportunities, U of I offers a welcoming and supportive community of scholars. Our main campus in the vibrant city of [Moscow, Idaho](#), offers a variety of cultural, social and [recreational activities](#). Our students come from [diverse backgrounds and perspectives](#), and we believe that this diversity is one of our greatest strengths.

The U of I is committed to advancing knowledge through groundbreaking discoveries and innovations. Our students work alongside faculty on research projects that make a real-world impact. Our research facilities are state-of-the-art, and our faculty members share knowledge and expertise with students.

Students benefit from the availability of over 200 student groups, an active Greek system, and a vibrant culture, including serving as the home of the renowned Lionel Hampton Jazz Festival, for which U of I became the first public University to receive the National Medal of Arts, the nation’s highest arts honor.

Board Governance

The University of Idaho is governed by a Board of Regents. The same individuals who make up the Board of Regents also make up the [Idaho State Board of Education](#), which has governing authority over Idaho’s other public educational institutions. The group as a whole is often referred to as the State Board of Education.

Shared Governance

- **Faculty Senate:** The senate is empowered to act for faculty in all matters pertaining to the immediate government of the University. The senate is responsible to, and reports to, the faculty and, through the President, to the regents. [Visit the Faculty Senate website](#) for more information.

■ **Staff Council:** Staff Council is dedicated to studying the issues, problems, welfare and working conditions of staff. The committee represents all board-appointed employees from all campuses and centers of the University of Idaho community. Staff Council advocates for staff by working with University administration in the development and/or revision of University policies, employment benefits and other matters where staff are directly affected. Learn more by [visiting the Staff Council website](#).

■ **Associated Students University of Idaho:** ASUI is the University of Idaho's official student body government. Its mission is to represent the interests of all enrolled students to University of Idaho departments and administration, the Idaho State Board of Education, and the Idaho Legislature. In addition to providing funding to more than 200 student organizations, ASUI helps Vandals of all disciplines be engaged leaders to craft a brighter future for Idaho and beyond.

■ **Graduate & Professional Student Association:** GPSA supports and promotes graduate student education, campus sustainability and graduate student life at the University of Idaho, which includes funding awards related to professional travel, publication and workshops. This includes creating programs and assisting

graduate students during their transition from student to professional life. The GPSA is committed to providing a collective voice for graduate students to the University and the State.

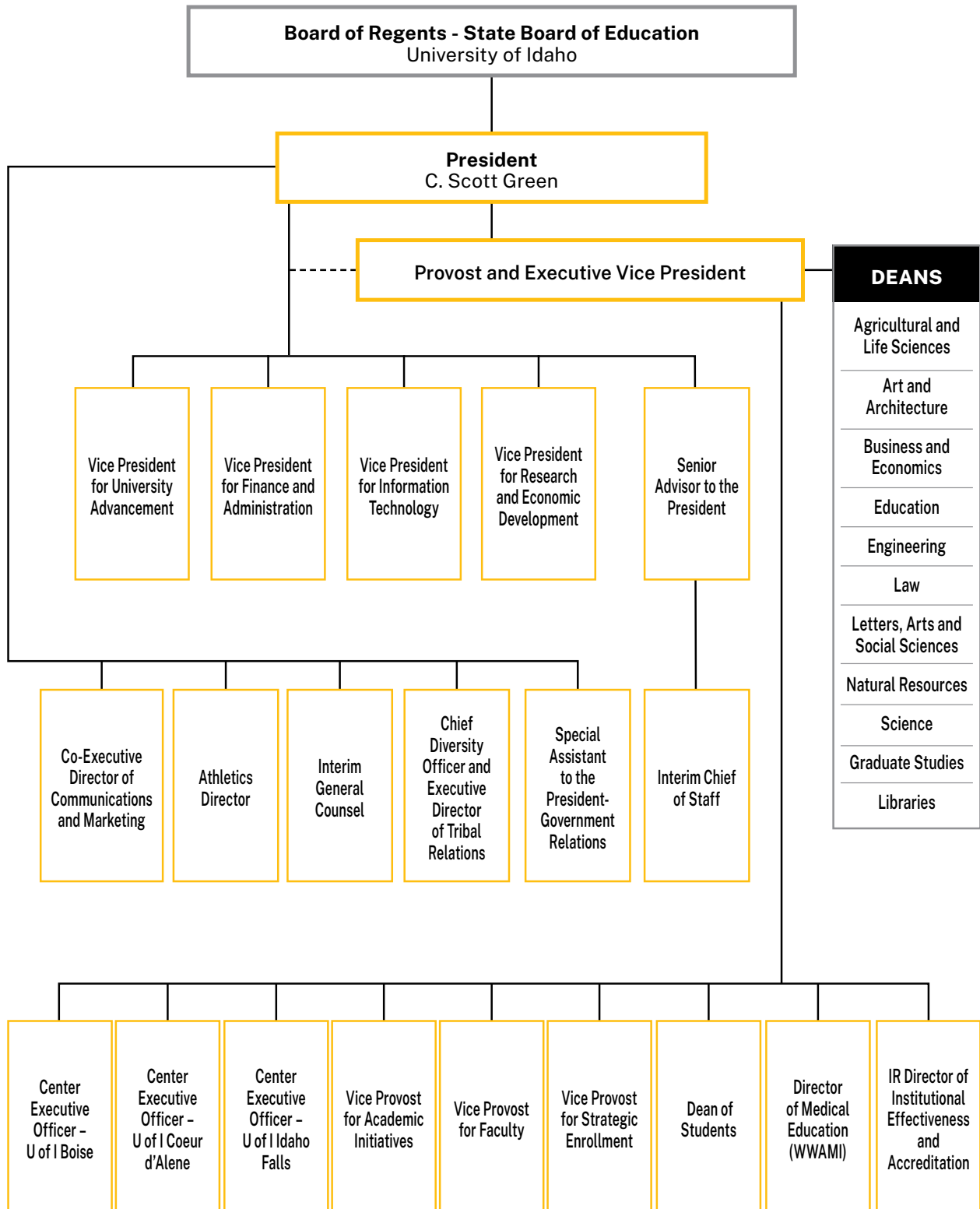
■ **College of Law Student Bar Association:** The Student Bar Association is the law school student government body.

■ **University Committees:** The effective operation of faculty governance at the University of Idaho depends on the willingness of faculty and staff members to take an active role in University-level committees. The function and structure of each of the committees are described in the Faculty Staff Handbook, Sections [1620](#) and [1640](#). You may also [visit the University Committees](#) website for a summary of each committee and a roster of its members.

■ **Institutional Planning and Effectiveness Committee (IPEC):** Formed as part of the University's 2015-2025 Strategic Plan, [IPEC](#) advises the President and the State Board of Education on a variety of matters, and coordinates multiple processes to ensure progress toward meeting the goals and aspirations of the plan. Learn more about [IPEC and the Program Prioritization process mandated by the Idaho State Board of Education](#).



ORGANIZATIONAL STRUCTURE



Affiliate Organizations

- **University of Idaho Foundation:** The University of Idaho Foundation was established in 1970 to attract private financial support to aid in the achievement of institutional goals and to manage assets for the benefit of the University of Idaho. It is governed by a Board of Directors that includes a maximum of 25 volunteer voting members.
- **University of Idaho Alumni Association:** The University of Idaho Alumni Association, Inc. (UIAA, Inc.) is a non-dues-paying group, founded in 1898, that supports U of I alumni to connect them with their alma mater. This network of more than 115,000 alumni worldwide is made up of U of I graduates or students who have completed 90 credits or received a degree.
- **Idaho Research Foundation, Inc.:** The Idaho Research Foundation (IRF) is a private nonprofit corporation organized for the purpose of supporting research at the University. Its principal activity is licensing technologies resulting from academic research to the private sector. The IRF identifies and protects the intellectual property developed at the University of Idaho and transfers it to the private sector through licensing agreements in order to secure support for and further develop the University's academic, research, and service responsibilities. The IRF also disseminates scientific knowledge and technical information and encourages and assists researchers and inventors by providing the means by which their scientific discoveries may be patented, copyrighted, developed, and applied. The transfer of technology generated through UI research turns society's investment into new products and industrial processes, thus increasing Idaho's competitiveness as well as the nations.

Accolades

For the fourth year in a row, in 2023, University of Idaho was ranked as the Best Value Public University in the West by U.S. News and World Report, and second in the nation behind the University of North Carolina.

Diversity

Through an institution-wide commitment to diversity, multiculturalism, and community, U of I actively engages in recruiting and supporting a diverse workforce and student body.

Land Acknowledgement Statement

U of I Moscow is located on the homelands of the Nimiipuu (Nez Perce), Palus (Palouse) and Schitsu'umsh (Coeur d'Alene) tribes. U of I extends gratitude to the indigenous people that call this place home, since time immemorial. U of I recognizes that it is our academic responsibility to build relationships with the indigenous people to ensure integrity of tribal voices.

Leadership

C. Scott Green took office as the 19th President of the University of Idaho on July 1, 2019. President Green joined U of I as a highly accomplished executive with a career in global finance, operations and administration. He is also a proud alumnus of the University, graduating in 1984 with a bachelor of science in accounting.

Born in Moscow, Green's family moved to Boise, where he graduated from Boise High School. Following his degree from the University of Idaho, the third-generation

Vandal went to work for Boise Cascade Corporation. He went on to attend Harvard Business School and received a Master of Business Administration in 1989.

Green worked for Deloitte and Touche as part of its accelerated career program from 1989-1994. He then worked in banking, serving in various management roles for Goldman Sachs and ING Barings. He published two books on the Sarbanes-Oxley Act of 2002, which reformed regulations around auditing and financial reporting.

Green went on to leadership in global law firms, including service as CEO at Pepper Hamilton and as executive director at WilmerHale. He most recently served as the chief operating and financial officer for Hogan Lovells, one of the largest law firms in the world, with annual revenues of over \$2 billion. Green led all of the firm's worldwide operations, technology, conflicts and finance

functions. He has had global responsibility for more than 3,000 employees in more than 30 countries.

The first non-lawyer to run an American Lawyer 100 law firm, Green was recognized as one of the Top 50 Big Law Innovators of the Last 50 Years by The American Lawyer magazine in 2013. A certified public accountant, Green was inducted into the American Institute of Certified Public Accountants' Business and Industry Hall of Fame in 2006. He won the Institute of Internal Auditors Outstanding Contributor Award in 2004 and 2006.

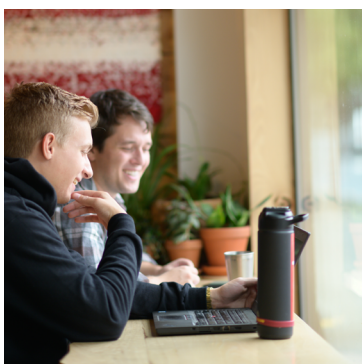
Green's commitment to the University of Idaho over many years has included service on the U of I Alumni Association's national Board of Directors, the College of Business and Economics Advisory Board and on the U of I Foundation Board. He is also a Vandal Scholarship Fund supporter.



ABOUT MOSCOW, IDAHO

Just minutes away from the forests, rivers, lakes, and mountains of northern Idaho, Moscow is home to approximately 25,000 residents, and the urban amenities of the Coeur d'Alene-Spokane metropolitan area are within an 80-mile drive. The city is known for its rich culture and focus on education. It boasts a nationally ranked farmers market and year-round outdoor recreational opportunities. Moscow also features music festivals, movie theaters, art galleries and exhibitions, locally sourced

restaurants, boutiques, bookstores, coffee shops, local breweries, a large organic and natural foods co-op, and much more. Moscow is making its place as a festival town — from Moscowberfest to Vandal Block Party, people gather downtown. The nationally ranked Farmer's Market runs from May through September and is one of the nation's longest running and thriving outdoor markets. Moscow offers residents big city attributes with the small-town affordability, friendliness, and support.



APPLICATIONS, NOMINATIONS AND EXPRESSIONS OF INTEREST

AGB Search is pleased to assist University of Idaho with this leadership search.

Start Date

The appointment for the new General Counsel is expected to start in June/July 2024.

Compensation

Commensurate with experience.

Search Timeline

Semifinalists interviews will be conducted via Zoom on May 2 and 3, 2024. Finalist campus visits will take place on May 13, 14, and 15.

Applications

To apply for the General Counsel position, candidates are requested to submit the following:

- (i) a CV or resume;
- (ii) a letter that expresses your interest in this position and addresses how you meet the qualifications and attributes as outlined in the profile; and
- (iii) contact information for five references (to be contacted with candidate's permission at a later date)

Application materials should be sent AGB Search portal: [Idaho General Counsel](#) by April 22, 2024, for best consideration. The search will remain open until an appointment is made.

Nominations and expressions of interest in the General Counsel position are encouraged. Please direct them to IdahoGC@agbsearch.com or to the AGB Search consultants listed below:

Kimberly Templeton, JD, Principal
kimberly.templeton@agbsearch.com
540.761.9494

Phoebe Stevenson, EdD, Executive Search Consultant
phoebe.stevenson@agbsearch.com
202.255.3162

Anne Hoffman, Executive Search Associate
anne.hoffman@agbsearch.com
805.490.9161

The University of Idaho (U of I) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, U of I does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information or status as any protected veteran or military status in its programs or activities, including employment, admissions and educational programs.