



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED
ALL FOUR:**ONE**

**Vice President, University Counsel
& Secretary of the Board of Regents**



University of Colorado Board of Regents

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY MISSION

The University of Colorado is a public research university with multiple campuses serving Colorado, the nation, and the world through leadership in high-quality education and professional training, public service, advancing research and knowledge, and state-of-the-art health care.

Each campus has a distinct role and mission as provided by Colorado law.

Career Opportunity

The Office of the Vice President and University Counsel provides legal advice to the Board of Regents, the CU president, system administration, and all four CU campuses. The office is designated by the Colorado attorney general's office to represent the university in all lawsuits.

The Office of the University Counsel provides comprehensive legal services to support the University of Colorado, one of the country's premier public research institutions. The counsel protects and defends the university's legal interests in accordance with the laws of the United States and the state of Colorado, and guides the principles of integrity, knowledge, and humanity. University Counsel provides legal advice to the four campuses of the University of Colorado, the Board of Regents and system administration. Additionally, the Litigation Unit provides comprehensive legal defense to the university.

The position of Vice President, University Counsel and Secretary of the Board of Regents is the senior administrative position for the Board of Regents and senior legal professional position at the University of Colorado. The Board of Regents is the appointing authority for the position.

The position reports directly to the Board of Regents for matters related to the Secretary of the Board.

The position reports jointly to the Board of Regents and the president for matters related to the University Counsel. In the event of any conflict between the Board of Regents and the president, the Board of Regents is the ultimate appointing authority.

This position requires experience in institutional governance and the ability to serve as the day-to-day point of coordination between the university's elected governing board and the president of the university. It also requires experience managing a staff of professional employees and budgets within a complex organization and advanced knowledge of the practice of law representing corporate and/or public entities. The position requires the candidate to exercise discretion and to uphold confidentiality of privileged materials. The person holding these positions should be able to exercise independent judgment and demonstrate technical proficiency in the effective handling of the complex legal activities in which the university is involved. The University Counsel has primary responsibility for the provision of legal services to the university and for the legal advice and representation provided to university officials and employees while performing their university responsibilities. The office of University Counsel is located in Denver in an office building that houses the president, vice presidents and university-wide business functions.

The Vice President, University Counsel and Secretary of the Board of Regents is an officer of the university and a member of the president's executive team.



Duties

Vice President

- Assists the president in providing effective management of the university
- Performs duties assigned by the president
- Coordinates activities with other university vice presidents in their areas of operation
- Assists in the formulation, implementation, and oversight of university policies

General Counsel

- Serves as the general counsel of the university
- Serves as the chief legal advisor to the Board of Regents and the president
- Advises the regents on fiduciary obligations
- By designation from Colorado's Attorney General, the University Counsel is a special assistant attorney general and prosecutes or defends all claims and suits on behalf of the university
- Handles significant and complex litigation and other university legal matters in a public environment under scrutiny from the press and public
- Manages the Office of University Counsel, an organization of approximately 30 attorneys, which is housed in the System Administration office in Denver and offices on each of the four CU campuses.
- Advises on matters of institutional compliance and risk management



Secretary of the Board of Regents

- Acts as the corporate secretary of the Board of Regents
- Assists regents with state required filings with the Secretary of State
- Assists the regents with understanding and instituting best governance practices
- Works closely with the president and the president's chief of staff to implement regent-approved policies
- Serves as the chief staff officer for a nine-member elected board
- Assists the Chair of the Board of Regents in governance functions for the Board of Regents
- Advises the Board of Regents in the formulation, implementation, and interpretation of the Laws of the Regents and Regent Policy
- Coordinates the meetings and retreats of the Board of Regents
- Oversees the functioning of regent committees
- Coordinates regent communications with the president and the president's chief of staff
- Provides strategic advice and logistical support to enable the Board of Regents to effectively govern the university
- Performs those duties identified in statute and the Laws and policies of the Regents (Regent Policy 3.B.2)
- Directly supervises Board of Regents office, including approximately four designated staff



Knowledge, Skills, and Abilities Demonstrated ability to:

- Build and sustain relationships with others
- Coordinate the activities of the legal staff representing a complex organization
- Advise the university's governing board in a nonpartisan manner
- Work tactfully and effectively with a governing board, university officers, the university community, state administrative officials, court officials, and the general public
- Facilitate communication and the flow of information between a governing board and the president of the university
- Advise a board on its governance and fiduciary obligations
- Collaborate as a member of a team to facilitate the functions of a governing board
- Conduct legal analysis, communication, and negotiation
- Prepare materials in a clear and logical form for presentation as advice, opinions, briefs, or decisions
- Analyze, assess, and evaluate complex factual situations in the context of applicable laws, rules, regulations, and judicial precedents
- Understand complex litigation in both federal and state courts and handle or manage such litigation
- Utilize alternative dispute resolution processes and negotiate effectively in formal and informal proceedings

Minimum Requirements:

- Juris Doctorate from an ABA-accredited law school
- Fifteen years' experience in the practice of law with experience in a diverse practice dealing with complex legal matters
- Licensed to practice law in the State of Colorado or eligible for admission to the Colorado Bar within a short period of time
- Five years' experience managing other attorneys and support staff
- Preferred Qualifications
- Significant experience in the representation of complex governmental or higher education organizations
- Significant experience working with various types of boards, including corporate, non-profit, education boards and/or elected officials in a staff capacity
- Knowledge of Colorado and federal higher education law





Diversity and Inclusion

The Board of Regents affirms that a supportive campus environment demands that all participants in the university be treated with absolute respect for their persons and their work. The realization of such a climate of respect must include an openness, on the part of the university, to new definitions of what constitutes valid and valuable research, pedagogy, and service. Additionally, the board recognizes and affirms that a respect for diversity requires a sincere willingness on the part of the institution to allow all its diverse stakeholders to share in the decision-making process, and that no individual or group shall be marginalized or systematically excluded.



The University System

The University of Colorado plays a profound role in the lives of individuals, businesses, and communities throughout Colorado, across the country, and around the world. More than a half million alumni are leaders in business, science, the arts, health care, and their communities, and they're joined by some 15,000 more each year. In Aurora, Boulder, Colorado Springs and Denver, all four campuses are all for Colorado.



At CU Boulder, undergraduate and graduate students put their knowledge to use in areas of study ranging from archaeological finds in the arctic to improving the classroom experience to working with NASA to conduct research in space. CU Boulder is a member of the prestigious Association of American Universities and is one of the most beautiful campuses in the nation.

CU Colorado Springs is a residential academic and research mainstay in southern Colorado, partnering with major corporations and federal agencies to provide leading-edge education in areas including cybersecurity, business, theater, and nursing outreach programs for rural areas. UCCS serves approximately 1,400 veteran students each year.

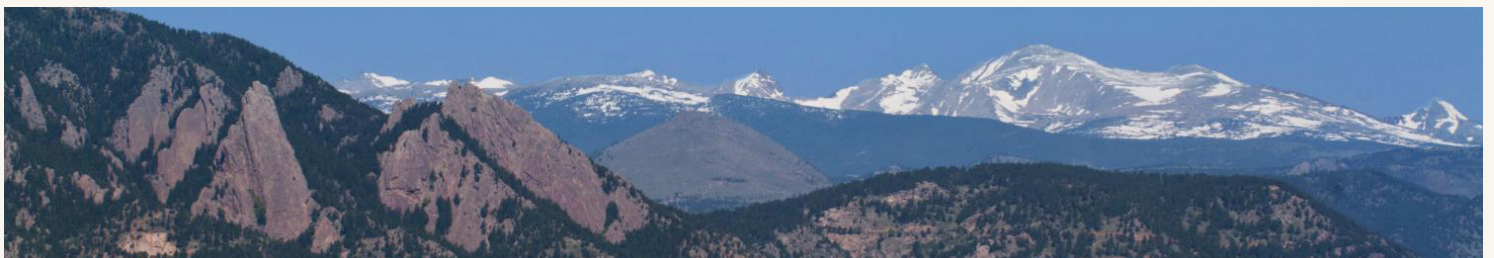
CU Denver has eight schools and colleges with more than 100 degree programs. CU Denver offer globally recognized programs in business, engineering, public affairs, computer science, art and digital media, and is a leader in sustainability. Located downtown, CU Denver is a commuter campus with nearby housing options and a wide range of online course and degree offerings.

A state-of-the-art medical center, CU Anschutz Medical Campus is globally recognized for its research, teaching, and clinical programs in medicine, dentistry, pharmacy, public health, physical therapy, and nursing. CU Anschutz Medical Campus is also home to University of Colorado Hospital and Children's Hospital Colorado. The CU School of Medicine's roots reach back more than 100 years, when it opened in Boulder.



COLORADO

U.S. News “Best States” ranks Colorado among the top states in the nation in many categories, such as economy, quality of life, health care, opportunity, education, and more. A brilliant landscape of mountains, high plains, canyons, rivers, forests, and desert make Colorado one of the most livable states. With its unparalleled Rocky Mountain beauty, Colorado is a year-round haven for outdoor enthusiasts and ranks annually among the healthiest states. It is rich in American Western culture. The Colorado economy thrives due in part to its welcoming business climate.



Points of Pride



#1 IN NASA RESEARCH FUNDING

CU Boulder ranks #1 In NASA funding among public universities – and second among all universities.



50% FIRST-GENERATION STUDENTS

CU Denver enrolled its largest freshman class in history with half being first-generation students.



20 NASA ASTRONAUTS

CU boasts 19 alumni astronauts from the Boulder, Colorado Springs and Anschutz campuses, and one teaching astronaut at CU Boulder.



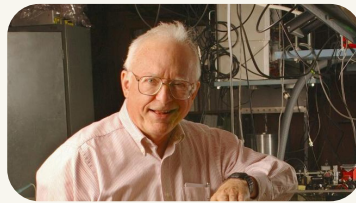
TOP 5 BEST PUBLIC UNIV. FOR VETERANS

CU Colorado Springs ranked fifth among public institutions as the best regional college in the West for veterans by U.S. News & World Report.



#1 IN THE WORLD IN GEOSCIENCES

CU Boulder is ranked No. 1 in the world for geosciences, according to U.S. News & World Report's 2019 Best Global Universities standings.



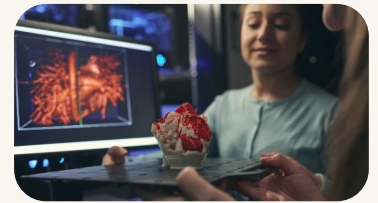
5 NOBEL LAUREATES

CU Boulder is proud to have five Nobel laureates in physics and chemistry where their work was deemed to have “conferred the greatest benefit to mankind.”



\$1.2 BILLION+ IN RESEARCH FUNDING

CU researchers received a record \$1.2 billion+ in research awards to conduct research in economic sectors critical to the state and nation.



TOP 7 MEDICAL PROGRAMS & SPECIALTIES

The CU School of Medicine has 3 programs ranked by U.S. News & World in the top 7: pediatrics, family medicine and physician assistant.



#1 HOSPITAL IN THE STATE

UCHealth University of Colorado Hospital is ranked the #1 hospital in Colorado, and the first hospital in the state named among the nation's Top 20 hospitals.



2.1 MILLION PATIENT VISITS

CU Anschutz Medical Campus provides care for 2.1 million individuals each year through inpatient, outpatient and ER visits.



Guiding Principles

Consistent with the legal obligations and responsibilities of the University of Colorado community, the university will:

1. Encourage and provide access to the university for all qualified students within the university's capacity.
2. Maintain a commitment to excellence.
3. Promote and uphold the principles of ethics, integrity, transparency, and accountability.
4. Be conscientious stewards of the university's human, physical, financial, information, and natural resources.
5. Encourage, honor, and respect teaching, learning, and academic culture.
6. Promote faculty, student, and staff diversity to ensure the rich interchange of ideas in the pursuit of truth and learning, including diversity of political, geographic, cultural, intellectual, and philosophical perspectives.
7. Encourage and support innovation and entrepreneurship at all levels of the university including research and creative activities.
8. Strive to meet the needs of the State of Colorado, including health care, technology, work force training, and civic literacy.
9. Ensure that the university is an economic, social, and cultural catalyst.
10. Support and encourage collaboration amongst departments and campuses, and between the university and other educational institutions to improve our communities.
11. Provide an outstanding, respectful, and responsive living, learning, teaching, and working environment.
12. Focus on meaningful measurable results.

Research

Setting a new systemwide record, faculty at the University of Colorado attracted more than \$1.2 billion in sponsored research funding and gifts during the 2018-19 fiscal year.

This marks the third consecutive year the four-campus university system has exceeded \$1 billion in annual sponsored research funding and reflects a 15.5% increase over the previous year. Each CU campus individually saw growth in research funding over last year as well.

University of Colorado Boulder

\$630.9 million. The U.S. Geological Survey selected CU Boulder to host the North Central Climate Adaptation Science Center (NCCASC) for the next five years. NCCASC Director Jennifer Balch, an assistant professor of Geography and director of CIRES' Earth Lab, said the new, \$4.5-million award recognizes the huge potential for synergy with existing campus programs and expertise. The center is one of eight regional climate centers created to help meet the changing needs of land and resource managers across the country; the North Central center serves Colorado, Wyoming, Montana, North Dakota, South Dakota, Kansas and Nebraska.



University of Colorado Anschutz Medical Campus

\$553.5 million. Kathleen Barnes, director of the Colorado Center for Personalized Medicine, received continued funding in FY2019 totaling over \$2.5 million related to two National Institutes of Health R01 five-year awards (total over five years is \$13.3 million), both focused on identifying genetic determinants associated with asthma in people of African ancestry, who suffer disproportionately compared to white patients with asthma. One of these awards was a competitive renewal from the National Heart, Lung and Blood Institute, supporting the Consortium on Asthma among African-Ancestry Populations in the Americas (CAAPA), which is the largest genetics study of its kind focused exclusively on more than 18,000 individuals representing the African Diaspora, from North, Central, South America, the Caribbean and continental Africa.



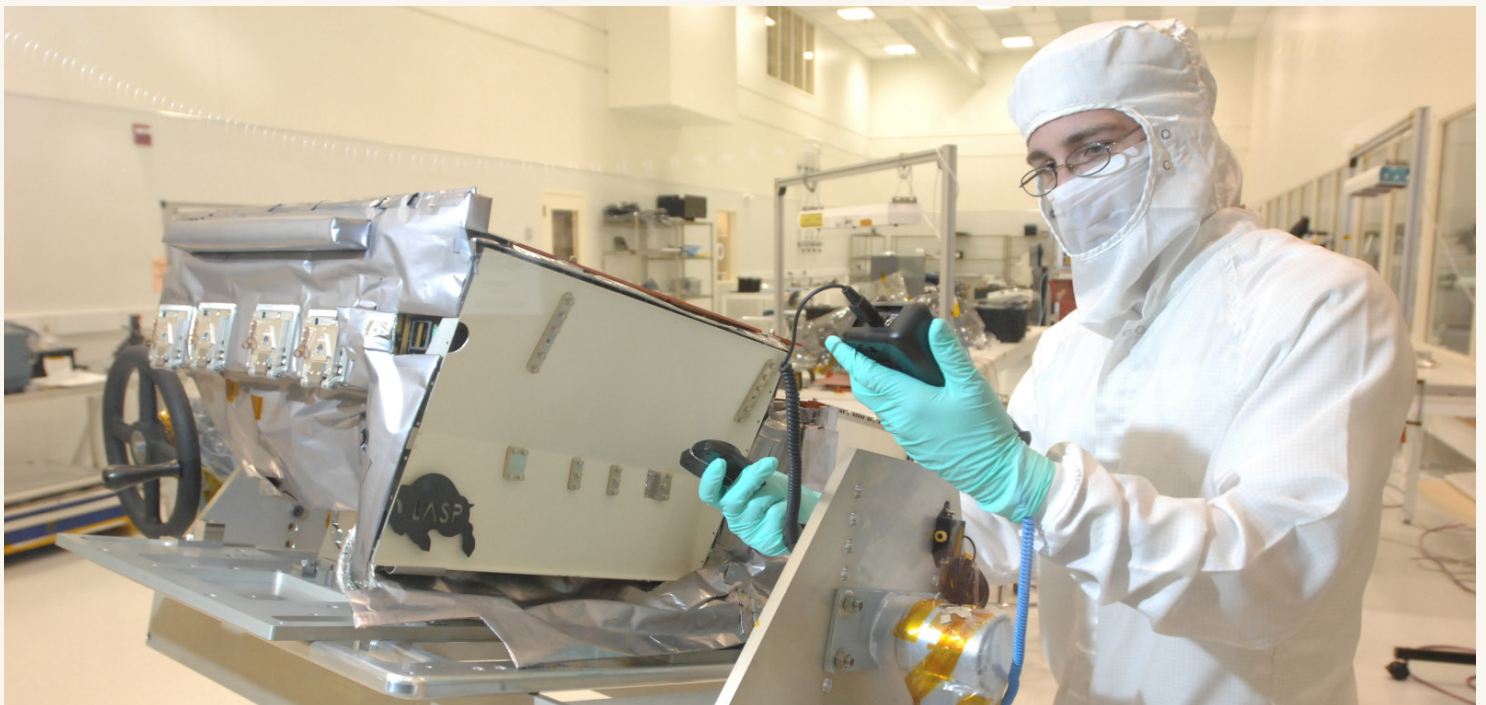
University of Colorado Denver

\$23.4 million. The National Science Foundation awarded researchers a \$440,000 grant to study the recovery of manufactured homes after natural disasters. Esther Sullivan, assistant professor of sociology, and Andrew Rumbach and Carrie Makarewicz, assistant professors of urban and regional planning, are examining the impact of Hurricane Harvey on mobile home parks in greater Houston, a nine-county region with a population of more than 7 million. This is the first longitudinal study to focus on the recovery of manufactured homes, which make up one in every five homes bought in the U.S.



University of Colorado Colorado Springs

\$8 million. A three-year, \$432,000 grant from the National Institutes of Health is supporting research to develop, improve and utilize super-resolution microscopy with a focus on imaging live cells at the UCCS BioFrontiers Center. Undergraduate and graduate students are working with Guy Hagen, senior research associate, and Kathrin Spendier, assistant professor of physics, to use the improved imaging methods to study the molecular basis of allergic responses, which affect more than 50 million Americans each year.



Search Process and How To Apply

Applications must be electronically submitted through the University of Colorado Careers Portal. Please follow this link: <http://www.cu.edu/cu-careers> and click the Search for Career Opportunities button. Applications submitted via email or mail will not be considered.



Inquiries and applications will be treated confidentially.

For full consideration, complete application materials must be received by April 10, 2020. The position will remain open until filled.

Please include the following:

- A cover letter expressing interest in the position and describing your relevant experience, and
- Curriculum vitae or resume

References will be requested as needed.

Search Committee

The search committee is chaired by Regent John Carson.

Other members of the search committee include:

- Lesley Smith, Regent
- Mark Kennedy, University of Colorado President
- Kathy Nesbitt, Vice President for Administration
- Eric Olson, Colorado State Solicitor General
- Mary Coussons-Read, Ph.D., UCCS Psychology Department Chair and Professor

For further information, please contact the search administrator:

- Amanda Billing
Business Operations Manager, Office of University Counsel
Telephone: 303-860-5686
Email: amanda.billing@cu.edu

Timeline

Review of applications will be conducted immediately following the April 10th preferred deadline. We anticipate conducting initial interviews by the end of April with final interviews conducted in May.

Applicants must be authorized to work in the United States at the time of employment.

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.



University of Colorado

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