

SEARCH PROFILE:

GENERAL COUNSEL



CHAPMAN
UNIVERSITY

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Chapman University invites applications and nominations for General Counsel. This is an opportunity to join a dynamic leadership team committed to student success and academic excellence, and to an environment that fosters the health, well-being, and potential of all members of its community.

DEDICATED ON MARCH 28, 2009
IN MEMORY OF
ROSS CORTESE - DEVELOPER OF LEISURE WORLD.



CHAPMAN UNIVERSITY

Chapman University sits on an expansive suburban 90-acre campus in Orange, California. Located in a region of the country that is known for its beauty, the campus architecture and grounds are destinations for residents and visitors alike. The ten plazas and miles of walkways are designed to support the University's focus on the whole person. Students, staff, and members of the public enjoy sitting and strolling through the grounds, visiting the galleries at the Hilbert Museum of California Art, and participating in the numerous programs, lectures, and events.

CHAPMAN UNIVERSITY TODAY

Chapman University is a nationally ranked R-2 doctoral institution with an annual budget of over \$485 Million. It is known for its excellent blend of programs in the sciences and liberal arts across eleven colleges, including nationally recognized programs in film, engineering, quantum physics, and economics. The University is ranked among the nation's best universities by *U.S. News & World Report* (133 out of 439 national universities, 2024) and also is highly ranked as a *Best College for Veterans* (87th in 2024) and most innovative college (58th in 2024). A number of the University's schools and programs are ranked among the best in the nation, including the Fowler School of Law (108th in 2024). www.chapman.edu/about/facts-and-rankings/index.aspx

Student undergraduate enrollments are just over 7,600, with graduate enrollments at 2,300. Pell eligible students make up 18% of the student body, and 86% of students attend Chapman with merit and/or need-based scholarships. Undergraduate students are housed across 12 residence halls on campus; the University's goal of housing 100% of all students is being realized through a growing portfolio of off campus real estate acquisitions. There are 593 full time and 665 part time faculty at the University, and students enjoy a student-teacher ratio of 12:1. Chapman University is ranked among the *Best Colleges for Undergraduate Teaching* (*U.S. News*, 48th in 2024). The University hosts numerous endowed professorships, and faculty regularly receive recognition for research, publication and public service activities. Students enjoy many opportunities to participate in significant research and service activities.

- First year student retention rate: 92%
- Six-year graduation rate: 80%
- Undergraduate degrees awarded: 1,936
- Graduate degrees awarded: 914

University Campuses

Orange Campus
(Main Campus)
One University Drive
Orange, CA 92866
[Campus Map](#) (link)

Rinker Health Science
Campus
9401 Jeronimo Road
Irvine, CA 92618
[Campus Map](#) (link)

CHAPMAN UNIVERSITY (CONT.)

Accreditation

Chapman University is accredited by the Western Association of Schools and Colleges (WASC), Senior College and University Commission (WSCUC). The University received initial institutional accreditation in 1956. During its most recent reaffirmation of accreditation in 2023, Chapman was one of only three universities to receive a 10-year reaffirmation. In addition, more than fifteen of the University's programs are accredited by professional or programmatic accrediting bodies. www.chapman.edu/about/facts-and-rankings/accreditations.aspx

HISTORY

Chapman University was founded in 1861 as Hesperian College, a private institution. Its opening was timed to coincide with the Inauguration of Abraham Lincoln as the 16th U.S. President. From its start, the University has welcomed women as well as men and students of all races, and the emphasis has been personalized education focused on the whole person leading to opportunities for all. In 1934, the institution became Chapman College, in honor of community leader and benefactor Charles Chapman, and in 1991 became Chapman University. www.chapman.edu/about/our-story/

The University's motto is "Driven by Curiosity, Inspired by Chapman." Its student-centered, holistic approach focuses on the four dimensions of life: intellectual, physical, social, and spiritual. In addition to serving its students and opening the doors to unlimited potential, the University also views itself as a community builder and partner, sponsoring community initiatives and organizations. The campus museums, galleries, and public events, as well as the beautiful campus grounds, are truly community treasures.

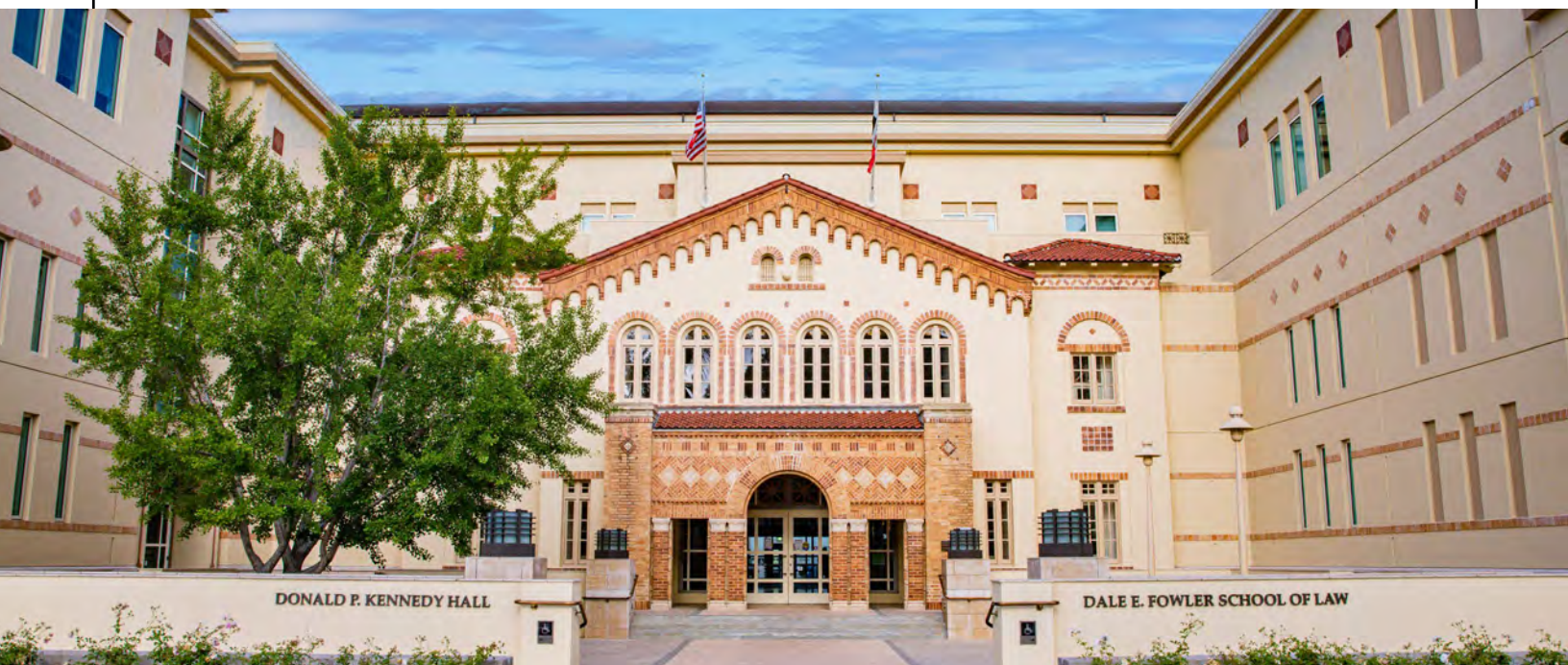
MISSION AND CENTRAL COMMITMENTS

The mission of Chapman University is to provide a personalized education of distinction that leads to inquiring, ethical and productive lives as global citizens.

Central Commitments

The mission of Chapman University is realized through the following central commitments:

- Create stimulating learning environments for a diverse population.
- Recruit and retain an outstanding faculty that cherishes teaching, research, and creative activity as primary professional commitments and that strives to build a creative intellectual community in which the inquiring life is exemplified by a shared commitment among students and faculty to the pursuit of knowledge.
- Offer curricula that integrate liberal arts and professional learning to foster independent and critical thinking, effective communication, and an international perspective.
- Create learning, living, and working environments that foster diversity, multiple perspectives, and the free exchange of ideas.
- Affirm our openness to diverse religious, spiritual, political, and ethical traditions.
- Encourage the linkage between a life of learning and service, and vital interaction of the University with our wider communities.
- Devote resources in a fiscally responsible manner to support outstanding teaching, scholarship, and learning, and develop facilities that enhance the living and learning environments.



CHAPMAN UNIVERSITY (CONT.)

STRATEGIC PRIORITIES

Chapman's success has resulted in part from a series of five-year plans that feature measurable goals and funding projections. The University typically exceeds its goals and projections. The current plan, "Our Path to Greatness," encompasses the years 2023-24 to 2027-2028. www.chapman.edu/about/our-family/leadership/strategic-plan

The plan focuses on five priorities and special initiatives:

Academic Excellence

Building the community of generative and inspiring teacher-scholars who challenge students academically, nurture intellectual curiosity, and ensure holistic development and success as lifelong learners

Expanding Graduate Health Science Programs

Enhancing programs and state-of-the-art facilities at the Rinker Health Science Campus in Irvine, California to meet community needs and strengthen career opportunities

Organizational Excellence

Investing in development tools, processes, and technology to support operational excellence

Campus Projects Enhancing Community-Building

Deepening recognition of the campus as a shared community, academic, and campus life experience through place-making, infill development and campus integration

Comprehensive Campaign

Strengthening engagement with alumni, members of the community and donors to further advance the partnerships and relationships that support students and the University

UNIVERSITY GOVERNANCE

Chapman University's President, Daniele C. Struppa, was appointed by the Board of Trustees and is responsible for all aspects of campus administration. The President appoints and is supported by a senior leadership team that includes three executive vice presidents, two senior vice presidents, and eight vice presidents. The General Counsel reports to Executive Vice President/Chief Operating Officer Harold Hewitt. Faculty governance is coordinated by the Faculty Senate and its subcommittees.

The University provides transparency around planning and operations to the community, faculty, students, and other constituents through its various governance processes. Chapman University's governing bodies include the Board of Trustees of the University, the Board of Governors (an advisory committee of the Board of Trustees), and the President's Council. The President's Council has members who are appointed from the community to advise in certain areas of institutional operations.

The Board of Trustees and its committees operate in accordance with the University Bylaws. Trustees are elected in staggered elections for three-year terms. The University President and several other administrators serve on the Board *ex officio*. In addition,

the Faculty Senate President is a non-voting participant of the Board of Trustees.

The Board of Governors is an advisory committee that consists of up to thirty-six members appointed by the Board of Trustees of the University. The President and the Chief Advancement Officer serve *ex officio*. The Board of Governors advises the President and Board of Trustees in areas that include strategic planning, academic programs, and the external relations of the University. Members of the Board of Governors also serve on the Board of Trustees Advisory Committees.



CHAPMAN UNIVERSITY (CONT.)

ADVANCEMENT AND ALUMNI AFFAIRS

University Advancement is an area where alumni and other supporters demonstrate their long-term confidence and belief in the University in tangible form. Chapman University enjoys an endowment of \$804 Million, which is planned to grow to \$2.0 Billion by 2036-37.

The Inspire Campaign

With 80% of its goal currently met, Chapman University's \$500 Million Inspire Campaign is expected to close earlier than the planned 2028 date. Donations have funded scholarships, capital improvements, community relations projects, and contributed to expansion of the endowment. Since the public phase of the campaign was launched in 2023, one or more gifts of \$1 Million or more have been received every month.

The Chapman Fund

The Chapman Fund provides an ongoing opportunity for donors to support immediate needs and opportunities through student scholarships and direct support, faculty projects, and program enrichment. The University holds an annual Giving Day, which is a 24-hour online fundraising event to support the Chapman Fund. In 2024, Giving Day saw more than 1,000 donors, and raised \$1 Million.

Alumni Relations

Alumni are a tremendous source for recruitment, mentorship, and financial support of Chapman University. Alumni Affairs staff say that alumni "are a family for life and will always have a home." The 55,000 alumni enjoy career support for life, alumni business listings and affinity groups, events, and opportunities to mentor students or volunteer in other ways. Alumni events are held regularly on campus and in many locations across the U.S.

ACADEMIC PROGRAMS AND THE CHAPMAN FACULTY

Innovation and excellence are hallmarks of the academic programs at Chapman. Chapman University offers more than 50 majors across its 11 schools and colleges. The largest programs are in business and economics, film and media arts, and health and behavioral sciences. All undergraduate students are required to complete a course that incorporates and addresses diversity, equity, and inclusion. Critical thinking and applied research are also essential components within the University's liberal arts and science curriculum.

The University offers 15 programs in which students can complete a master's degree with an additional year of study after the bachelor's degree. Integrated curriculum planning ensures that undergraduate studies transition to graduate programs without excess units or delays. Internships and work-based learning experiences provide key connections and career preparation.

Recent Academic Affairs and Faculty Achievements

- The Dale E. Fowler School of Law clinics provide pro-bono services to members of the community in need of legal aid and includes tax law counseling, mediation services, and dispute resolution for juveniles.
- Board Chair Parker Kennedy's recent gift of \$15 Million to the Fowler School of Law will increase the impact and outreach of the school through endowed student scholarships, enhanced recruitment, and creation of a new endowed Chair of Law.
- The Donna Ford Attallah College of Educational Studies recently received a \$2.5 Million gift to elevate the benchmarks of inclusive K-12 education, working in partnership with the California Department of Education
- The Lawrence and Kristina Dodge College of Film and Media Arts, through its Women in Media program, offers entertainment internships for students across southern Los Angeles and Orange County; interns receive full scholarships to complete their academic programs.



CHAPMAN UNIVERSITY (CONT.)

- The Crean College of Health and Behavioral Sciences recently launched the Simon Scholar Program which provides full scholarships for students who are facing social and economic adversity to complete the Master of Medical Science Program for physician’s assistants.
- The Greater Irvine Chamber recently named Crean College Dean Janeen Hill as the recipient of the Healthcare Innovator of the Year award for her contributions to the future of the industry and the health of the community.
- Chapman University faculty experimental economist and Nobel Laureate Vernon Smith was honored with the Doti-Spogli Free Enterprise Award for research and outreach spotlighting the benefits of economic freedom and the policies that extend it.
- Professor Yakir Aharonov, widely regarded as a leading scientist in contemporary quantum theory, was inducted into the Fellowship of the Royal Society, the UK’s national academy of sciences. The Society is the oldest scientific academy in continuous existence.

THE CHAPMAN EXPERIENCE FOR STUDENTS

The “Chapman Experience” is the University’s commitment to deliver an exceptional experience consistently for students, parents, and other stakeholders. Entering students are invited into ‘Fenestra’, the University’s First Year Experience program. While at Chapman University, students are afforded academic advising, basic support, mentoring, and career services to ensure their success. The Student Union furthers a sense of community and is referred to as “the living room of the campus.” Students are encouraged to enjoy a robust set of student life experiences, from student government activities and civic engagement, to athletics, interfaith activities, and over 175 student clubs and organizations including fraternities and sororities.

Recent Student Services and Student Life Achievements

- The Women of Chapman recently gifted \$1 Million to endow the Student Hardship Assistance Fund which provides emergency funding to students for unexpected expenses such as for housing, food, transportation, technology, medical bills and getting home during a family crisis.
- The newest addition of off campus apartments is the Chapman Court opening in Fall 2024; this complex, located in Anaheim, continues the expansion of student housing options to ensure the University can meet its commitment to provide housing for all students.
- The Chapman University food pantry, “The Panther Pantry,” was recently endowed in perpetuity to alleviate student food insecurity. The Pantry is located on both campuses and is open 24-7. In addition to food and essentials, the pantry offers microwaves for use by students who do not have them.

Diversity, Equity, and Inclusion

Student demographics

International.....	4%
First generation college students.....	20%
Male.....	39%
Female.....	61%
Hispanic/Latino	22%
Asian	17%
Black or African American	2%
White.....	48%
Two or more races	9%
Other and unknown	2%



CHAPMAN UNIVERSITY (CONT.)

Chapman University drives its momentum by elevating education, research, plans, and student experiences that affirm a commitment to social impact and diversity. Student and staff diversity are recognized as essential aspects of a high-quality education preparing students for global citizenship. www.chapman.edu/diversity/index.aspx

Since 2020, the University has focused faculty recruitment efforts to increase faculty diversity. The current faculty make-up is:

Male.....	54%
Female.....	46%
Hispanic/Latino.....	6%
Asian.....	11%
Black or African American.....	3%
White.....	57%
Two or more races.....	3%
Other and unknown.....	20%

COMMUNITY RELATIONS

For 70 years, Chapman University has been an active and engaged community partner with the residents, businesses, and civic organizations that call the City of Orange home. Whether it is our students participating in federal work-study programs at the local family resource center, or the university's donation of campus space for Orange Home Grown's weekly farmers market and educational farm, the message is clear – Chapman cares deeply about its host community.

Chapman University has several strong partnerships with nonprofit organizations throughout the community, including the Orange Chamber of Commerce, Orange Unified Public Schools Foundation, and the Orange

Public Library Foundation. Additionally, Chapman works closely with neighborhood groups, such as the Old Towne Preservation Association and the Orange Barrio Historical Society and its own Neighborhood Advisory Committee, to ensure that town-and-gown issues may be addressed.

During the 2023-2024 year, the university provided support and sponsorships for Orange-based organizations including the Assistance League of Orange, CHOC Family Resource Center, Community Foundation of Orange, El Modena Family Resource Center, Friendly Center, and Youth Centers of Orange, as well as other nonprofits throughout wider Orange County.

More than 75% of Chapman students participate in community engagement programs and projects. In 2023-2024, Chapman University students, faculty, and staff contributed more than 100,000 hours of community service.

Chapman University offers a number of events and programs that are open to the public, many of which are free to access. Some continual offerings include:

- The Hilbert Museum of California Art at Chapman University completed its multi-year expansion to twenty-six galleries spanning across two buildings, with exhibits open to the public, free of charge.
- The Musco Center for the Arts offers world-class performances that are open to the wider community. They recently hosted Pacific Symphony's *Symphony in the Cities*, which was free of charge to the public.
- The Leatherby Libraries is home to Southern California legend Huell Howser's archives, as well as the Center for American War Letters, and other exhibits that are open, free of charge, to all.





ORANGE COUNTY AND THE CITY OF ORANGE

The City of Orange, California is located about thirty miles southeast of Los Angeles and three miles from Santa Ana. Rated as one of the best places to live in California, Orange has a population of just under 140,000, boasts an ideal year-round climate, and celebrates a rich history steeped in tradition. Old Towne Orange, California's largest historic district, is featured on the National Register of Historic Places and is filled with galleries, shops, and restaurants. City residents enjoy easy

airline access as well as the abundance of world class beaches, wildlands, theme parks, shopping, arts, and entertainment available in Orange County.

www.cityoforange.org/our-city/visitor-information

www.visitcalifornia.com/region/orange-county/

www.chapman.edu/research/institutes-and-centers/anderson-center/research-reports/orange-county.aspx



THE OPPORTUNITY

Vice President of Legal Affairs and General Counsel

The General Counsel is a key member of the Chapman University leadership team. Reporting to the Executive Vice President/Chief Operating Officer, the General Counsel is an active and trusted partner in ensuring the success of University operations, initiatives and strategic directions through legal and ethical guidance that is understandable, timely, and aligned with the University mission and values. Along with other senior administrators, the General Counsel operates in a complex and changing environment with many interests and impacts to be considered in decision-making processes.

GENERAL COUNSEL POSITION OVERVIEW

Office of the General Counsel (OGC) at Chapman University involves the broad range of services and subject matter to be expected at a dynamic, purpose-driven, and student focused institution. Whether it is the regular advice to academic and administrative departments on policies, contracts, new federal and state laws and regulations, risk management and compliance, or the review and guidance provided during special projects such as University real estate acquisitions, partnerships, bond financings, or complex gifts, the General Counsel and staff serve as the initial and final assurances of completeness and legality.

The General Counsel ensures federal, state, and local statutory and regulatory compliance across a broad range of practice areas. In addition, remaining current on and communicating best practices and national trends in higher education is essential. Over the course of a year, the General Counsel and staff will be called upon to address requests and provide services in business practices, education law, employment law, constitutional law, academic freedom, diversity and inclusion, tort, insurance, Title IX, cybersecurity and technology, privacy laws, financial transactions, new entities and acquisitions, real estate, capital campaigns and major gifts, intellectual property, student and faculty affairs, immigration, athletics, campus safety, and crisis communication and management, among others.

The OGC includes the Executive Assistant/Paralegal, two Senior Associate General Counsel, and an Associate General Counsel, who are the direct reports to the General Counsel. Together, they competently and diligently protect and pursue the University's interests while maintaining a courteous, timely and professional approach toward all persons with whom they interact.

LEADERSHIP AGENDA FOR THE GENERAL COUNSEL

Upon arrival at Chapman University, the incoming General Counsel will have the opportunity to:

- Evaluate administrative policies and procedures in such areas as free speech and expression to ensure they provide appropriate guidance to Chapman University's colleges and students.
- Work with the outside counsel and trustee on an upcoming bond refinancing.
- Provide strategic advice and legal support in the purchase of new apartment buildings and other real estate to address student housing needs.

Responsibilities and Accountabilities

The General Counsel is a legal expert and working leader who is directly involved in the provision of legal services as well as oversight of the OGC. Direct responsibilities of the General Counsel include:

- Serving as counsel to the Board of Trustees and its committees, including regular reporting to the Audit Committee, drafting and reviewing board resolutions, and preparing reports for the Board.
- Engaging and overseeing outside counsel in litigation and dispute resolution, participating in administrative hearings, settlement conferences, and mediations.
- Addressing legal and ethical considerations and steps for proposed initiatives that support the strategic direction and vision of the University.
- Serving as a trusted confidential advisor to University senior administration, representing an approach aligned with Chapman University values and demonstrating exceptional discretion and maturity.
- Developing and reviewing policies, contracts, and procedures, and interpreting and applying policies to ensure legal compliance and risk mitigation.
- Providing reliable and timely support to administrators across the University in a timely and transparent manner.
- Leading an effective legal office to handle a high volume of work within changing institutional priorities; providing and supporting staff development in the Office of the General Counsel; and ensuring a collegial atmosphere that fosters excellence, ethics, and continuous improvement.



CANDIDATE PROFILE

QUALIFICATIONS, EXPERIENCE AND PERSONAL ATTRIBUTES

REQUIRED QUALIFICATIONS

- Juris Doctor degree from an ABA accredited law school
- Active license to practice law, membership in good standing, and eligibility to practice in California within 18 months of appointment
- Seven years of law practice experience
- Experience representing higher education institutions or organizations
- Experience supervising attorneys and other staff
- High ethical standards, impeccable integrity, proven ability to maintain high levels of confidentiality, and a commitment to upholding the institution's guiding values and mission
- Exceptional written and oral communication skills, with the ability to convey complex legal concepts to non-legal stakeholders
- Strong organizational skills for a fast-paced, dynamic environment

DESIRED QUALIFICATIONS

- Successful and progressively responsible work experience as an in-house legal counsel for a higher education institution or similarly complex institution
- Three or more years of recent experience in legal services at a research university
- Knowledge of California law
- Experience managing litigation/outside counsel

CANDIDATE ATTRIBUTES FOR SUCCESS

Strong candidates will also bring many of the following skills, experience, and attributes:

- A deep understanding of the legal and regulatory landscape of U.S. higher education and extensive knowledge and experience in dealing with the wide variety of laws and legal principles applicable to the operations of a University.
- Experience working in a culturally diverse environment.
- Skilled at working with and gaining respect and confidence of senior University leaders and trustees.
- Ability to understand and handle political and practical recommendations and act with tact, diplomacy, and acumen.
- Ability to anticipate and assess legal risks and give prudent advice to achieve the University's objectives.
- Ability to successfully plan, organize, prioritize, delegate, and manage a high volume of work under shifting demands and deadlines.
- Expertise in policy development and interpretation.
- Record of successful dispute resolution.
- Experience with administrative hearings, permitting boards, agency processes.
- Facility with budgets, financial statements, and monitoring and using resources; knowledge of statistical methods; skill in use of business software.
- Proficiency with technology, including the ability to effectively use various software platforms, digital tools, and online systems to streamline workflows and support team collaboration.



APPLICATION PROCESS

Chapman University is being assisted by Academic Search. The application for the position of General Counsel consists of three (3) documents:

- a substantive cover letter that addresses the expectations discussed in this search profile,
- a curriculum vitae, and
- a list of at least five professional references with name, title/organization, relationship to applicant, phone number, and email address.

No other documents or supporting documents are requested. Note that while the list of references is a part of the application package, references will not be contacted without the explicit permission of the candidate. Comprehensive background checks will be conducted for candidates who advance to the later stages of the search process.

Applications, nominations, and expressions of interest should be submitted electronically, in confidence, to: ChapmanGC@academicsearch.org. The position is open until filled, but only applications received by **12:00 p.m. noon Pacific Time on Monday,**

September 30, 2024, can be assured full consideration. Confidential discussions about this opportunity may be arranged by contacting senior consultant Mary Kennard, Esq. at mary.kennard@academicsearch.org or consultant Krista Johns, Esq. at krista.johns@academicsearch.org.

EQUAL EMPLOYMENT OPPORTUNITY

Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, military and veteran status, marital status, pregnancy, genetic information or any other characteristic protected by state or federal law. The University is committed to achieving a diverse faculty and staff and encourages members of underrepresented groups to apply.

COMPENSATION AND BENEFITS

The compensation range for this position is \$350,000 - \$500,000 with a generous [benefits](#) package designed to

support physical, mental, and financial wellness.

EFFECTIVE DATE OF APPOINTMENT

Chapman University expects to approve the appointment of the General Counsel at its December 2024 Board of

Trustees meeting, with an effective date by early January 2025.

ABOUT ACADEMIC SEARCH

Academic Search is assisting Chapman University in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

