

Effective: May 14, 1991

LIABILITY CLAIMS

Approved: May 14, 1991
Revised: December 2, 2019
President's Cabinet

This policy applies to accidents or occurrences which result in a claim against the University, its employees, or volunteer workers when they are performing duties or rendering services for the University. The process for liability claims shall be handled by an individual designated as Risk Management Coordinator for the University.

Responsibilities

A Claimant is any individual who files a claim against the University. All claims must be done in writing.

University Agents report to their supervisor any incident that may result in a claim. Individuals in receipt of a claim should not resist or deny the claim, acknowledge the claim and indicate that it is being submitted to the University.