Our Popular Summer Brown Bag Seminar Series is Back!

The Office of the University Counsel will be presenting the following seminars this summer. *If you would like to attend any of these seminars, please contact our office at ext. 2157 with your name, position title and department/area of employment at the University. We need this information in order to arrange for an appropriate space and to communicate to you any particular advance arrangements or materials about the seminars.*

**We Need A Little More Information**

*Wednesday, August 1, 2012*

More than ever, the University and its personnel are receiving requests to share all types of information about students, faculty, programs, and employees. Often, the requests are for demographic information, or for students’ responses to various surveys. The requests may come from researchers or funding agencies, to name just a few of the types of requesters. The interest in the University may be good news for our community; however, it is critical that accurate and appropriate information is presented in response to a request and that the same information is provided consistently. This brown bag seminar will provide you with the resources you need to respond to requests for University information, to identify situations in which the University can be responsive, and to know when to seek guidance. This seminar will be co-presented by the University’s Office of Institutional Research.
Come learn about real-life examples of loss, sadness and other heart-wrenching tales of contractual misfortune. Tales of contracts gone wrong can guide us about information you will want to include in your contracts and the reasons why. In addition to tales of contracts gone wrong, you will also learn about real-life examples of success, redemption and other heart-warming tales of contracts gone right. You will learn how your contracts can successfully serve the University, you and your best business interests.

WHO SHOULD ATTEND: Anyone who enters into, manages, maintains or is responsible for carrying out the terms of contracts on behalf of the University, and anyone who is interested in learning about contract management at Northeastern.

Be Prepared: Upcoming Changes to the I-9 Form and Best Practices for Completing I-9 and E-Verify

Tuesday, August 14, 2011

The new I-9 Employment Verification Form that all employers are required to complete for all employees is expected to be published with some significant changes, taking effect in September. University Counsel is delighted to present this timely brown bag with Human Resources Management, the International Student and Scholar Institute, and Office of Student Employment. We will discuss the new changes, review best practices for completing I-9 and E-Verify, and answer questions from attendees.

U.S. Immigration and Customs Enforcement (ICE) is continuously stepping up its I-9 enforcement efforts with more frequent and extensive I-9 audits. Last fiscal year, employers nationwide were ordered to pay nearly $10.5 million in civil fines for hiring violations, including failure to properly complete and store I-9 documentation despite never actually hiring an unauthorized employee. In light of these events, it is critical that University personnel with responsibility for I-9 documentation familiarize themselves with the upcoming changes in this order to complete the process timely and accurately.

WHO SHOULD ATTEND: Anyone responsible for completing the I-9 Form and E-Verify on behalf of the University and/or managing personnel matters or interested in learning about this important employment requirement.
Recipes for Success: The Making of an Immigrant/Green Card Petition

Tuesday, September 18, 2012 at 12:00 p.m.—1:00 p.m.

The University is a global community, fortunate to have among its members faculty, researchers and administrators from six continents. Most foreign nationals join Northeastern through sponsorship for temporary visas, such as H1B and TN. Once here, all faculty, some researchers, and on rare occasion, a member of the administration may then be sponsored for permanent residency or a green card.

The paths to permanent residency take many directions and are often fraught with special twists, turns, detours and delays. Learn which options are appropriate for which categories of employees and what goes into careful planning and successful execution of an immigration petition. Hear which agencies (Department of Labor, United States Citizenship and Immigration Service, and the Department of State) may play critical roles in the adjudication of each step of the green card process. Learn who qualifies for permanent residency and what evidence must be provided to meet the required standards for each option. Finally, we’ll talk about time and treasure—the estimated time frames for each step and what it costs to sponsor an employee for permanent residency.

Who Should Attend: Department chairs, departmental and college administrative officers, associate or assistant deans with personnel responsibilities.

Changes in Patent Law—United States Moves to a “First to File” System

Date and Time: TBD

You may have heard that the U.S. is moving to a “first to file” system, as opposed to the “first to invent” system that has been in place since the late 1700’s. These changes are part of the America Invents Act, which was passed by Congress in September of 2011. The beginning phases of transition to the “first to file” system will start occurring in September of 2012. This seminar will discuss how the changes in legislation will affect grant applications and publishing practices. Please come and learn how these patent law changes may impact you and the University, as the U.S. and Northeastern harmonize with the rest of the world’s “first to file” patent practice.

Like This, Not That—Social Media in Higher Education

Date and Time: TBD

As social media continues to expand—becoming not only a principal medium of communication, but also an integral part of our everyday lives—we must regularly stop and think about how the use of social media is different, and is treated differently by the law, than “normal” social interaction. In this seminar, we will consider the various laws that can be implicated by our students’ use of social media. We will discuss University policies, procedures and other resources that can educate our community and address situations where use of social media has had unintended or undesirable consequences. To facilitate discussion, we will use examples from real-life situations.
Are you thinking of preparing multimedia presentations for a University course? Do you plan to assign students to create unique projects as part of their academic program? Are you interested in participating in online course preparation?

Today, there are more options than ever for including music, video, and copyrightable written and creative work in academic materials. Due to changing technology, there also is a wider range of materials which you potentially can make available to your students as part of their University courses, via the Library or through Blackboard. However, if you use other parties' work, that work may be protected under copyright law. The concept of fair use under copyright law traditionally has provided a potential way to use copyrightable work within limits. However, as the availability of creative work has evolved technologically, the concept of fair use has been the subject of intensive consideration. In this workshop, we will update you on new developments in the copyright area, and how that may affect development and availability of course materials at the University.

Office Updates

The name of our office will change effective July 1, 2012! As of that date, we will be known as “The Office of the General Counsel”.

Even though our name will have changed, you can still find us at 378 Columbus Place, ext. 2157.

Our website will also be updated in July. Please check out the new design and updated contents, starting in mid-July 2012.

You may find a full-color, electronic PDF version of our newsletter at: www.northeastern.edu/legal.

If you have any questions you would like to see answered in this space, please submit them to the Office of the University Counsel at 378 Columbus Place. Depending upon the nature of your question, we will either answer you personally or address your issue in a future edition of this newsletter.

Of Counsel has been prepared as a general summary of important developments. It is not intended as individual legal advice. Should you have any questions or need information concerning a specific situation or any of the content of this advisory, please contact the Office of the University Counsel, 378 Columbus Place, ext. 2157.