

**Policy and Procedure Document
Virginia Institute of Marine Science
William & Mary**



Number: PPD - 0005
Subject: Receipt and Acceptance of Summons
Responsible Office: Dean & Director

Periodically faculty, staff, and students at the Virginia Institute of Marine Science (VIMS) are subpoenaed to testify in judicial matters relative to their fields of expertise. Any person who is subpoenaed for such testimony must inform their immediate supervisor, the Associate Dean of Research & Advisory Services, and the Dean & Director. These steps are required so that it can be determined if the intent of the subpoena is to obtain testimony from the individual as a qualified expert witness or to obtain an official position of VIMS. In the event that the intent is to obtain the official position of VIMS, the person being summoned to testify must receive specific authorization from the Associate Dean of Research & Advisory Services and Dean & Director to present VIMS' position unless that position exists in the general public domain.

Only designated persons in the Office of the Dean & Director are authorized to receive a summons against the general name of VIMS, for example notices of suits against VIMS or orders to cease and desist some specific activity.

Effective Date: July 1, 2009
Updates: May 7, 2010
Sept. 2023