



### **AAUP FOUNDATION LEGAL DEFENSE FUND APPLICATION PROCESS**

Established in 1975 by the American Association of University Professors, the Legal Defense Fund provides financial assistance in legal cases that involve possible violations of AAUP policy. Eligible cases must present important legal rights and should have the potential of significantly impacting higher education law. The AAUP Legal Defense Fund operates under guidelines adopted by the AAUP Foundation. These guidelines establish the types of cases that may be considered to receive a disbursement of money to assist in paying for the cost of litigation. The AAUP Foundation Legal Defense Fund Guidelines are attached to this coversheet.

In order to request assistance from the AAUP Foundation's Legal Defense Fund, please submit your request in writing to the AAUP Legal Department via e-mail [legal.dept@aaup.org](mailto:legal.dept@aaup.org) or mail to:

AAUP Foundation  
ATTN: Legal Department – Legal Defense Fund  
1133 19<sup>th</sup> Street, N.W., Ste. 200,  
Washington, D.C. 20036.

Your request should include the following:

- 1.) A summary of the legal issues involved in your case and the status of any legal proceedings currently in progress. This summary should include a timeline of relevant events.
- 2.) Names of all parties to the litigation, including the name and location of the University or College involved in the dispute.
- 3.) The name and jurisdiction of the Court where the case is pending.
- 4.) The number assigned to your case by the Court of jurisdiction.
- 5.) Copies of the following legal documents applicable to your case:
  - a. Original Complaint and any subsequent amended Complaints.
  - b. Answer to the Complaint and any subsequent amended Complaints.
  - c. All motions for dismissal or summary judgment and supporting memoranda of law or legal briefs related to those motions.
- 6.) Copies of any other relevant and pertinent documents, such as contracts and correspondence from your institution, etc.
- 7.) Copies of any news coverage regarding your case

\*When sending documents, please send copies only; we cannot return originals.\*

The AAUP Legal Office and AAUP Foundation Legal Defense Fund Governing Board will strive to review your request in a timely manner but please allow a minimum of 30 days for us to evaluate your request for funding.