

FACULTY AGENDA ITEM

Date: Dec. 4, 2023

Submitted by: *Faculty Handbook Committee, contact: Michaela Saunders ext. 4963*

SUBJECT: *School of Law updates to Faculty Handbook*

Description: *Interim Dean Jackson brought forward proposed changes to update what School of Law committees currently do and removed committees that no longer exist. Language and format also are standardized with this change.*

Rationale: *Please see attached for detailed changes.*

Financial Implications: *None*

Proposed Effective Date: *Upon approval.*

Request for Action: *Approval by Faculty Senate*

Approved by: *Faculty Handbook Committee on May 3, 2023; minutes approved Nov. 9, 2023*

Attachments **Yes** ☐ **No** ☐

II. Governance Structure of the School of Law

A. Curriculum Committee

1. Purpose

- ~~a. To review student requests concerning their personal course of study.~~
- ~~ba.~~ To review suggestions and make recommendations to the full faculty concerning policy changes and/or additions in the Law School curriculum.

2. Responsibilities

- a. Review student requests for ~~excess hour petitions~~, transfer credit petitions.
- ~~b. To review transcripts for incoming transfer students and make committee recommendations.~~
- ~~eb.~~ Review suggestions and requests for additional courses or revisions in existing courses and to submit all recommendations to the full faculty for approval.
- ~~c. Monitor compliance with ABA standards related to curricular offerings~~

3. Membership

Five faculty members appointed by the Dean, ~~one student representative appointed by the WSBA.~~

B. Faculty Recruitment Committee

1. Purpose

- a. To help select highly qualified candidates for Law School teaching positions by developing a recruitment plan and actively recruiting for the position.

2. Responsibilities

- ~~a. To review~~ Coordinate with Human Resources to get job postings approved and to track applications received
- ~~b. Implement the recruitment plan to attract a robust pool of qualified applicants to the position posting.~~
- ~~c. Review~~ resumes and application materials for teaching positions as submitted through the Association of American Law Schools, and those submitted through the mail.
- ~~d. b.~~ Select candidates to be interviewed at Annual AALS Recruitment Conference.
- ~~c. e.~~ Attend Annual AALS Recruitment Conference, interview Interview candidates and select those individuals to be interviewed by full faculty.
- ~~f. d.~~ Make recommendation to the full faculty on who to hire.
- ~~g. e.~~ Follow the law school Hiring Communications Policy

3. Membership

Dean, four faculty members appointed by the Dean.

C. ~~Library~~ Admissions and Scholarship Committee

1. Purpose

- ~~a. To provide suggestions and~~ Make major policy recommendations decisions and review applicants for admission to the Law Library Director and his/her staff School.

2. Responsibilities

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- a. Review applicant files as determined by the Dean and update Library policies the person in charge of Admissions.
- b. Provide faculty support to Law Library Director.
- c. Review Law Library acquisitions.
- d. Skills Training Coordinating

D. Skills Training Coordinating

1. Purpose

- a. To coordinate activities of the Moot Court, Trial Advocacy, Client Counseling and Negotiations Competitions and assure adequate training of adjunct professors teaching Pretrial and Trial Advocacy courses.

2. Membership

Four faculty members appointed by the Dean.

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E. Externship Committee

1. Purpose

- a. Make major policy decisions affecting externships.

2. Responsibilities

- a. Consider policies and procedures for externs.
- b. Monitor supervision of externs.

3. Membership

Three faculty members appointed by the Dean.

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F. Financial Aid Committee

1. Purpose

- a. To make financial aid recommendations for incoming and current law students.

2. Responsibilities

- a. Make decisions concerning individual scholarships for incoming law students.
- b. Make decisions for second and third year scholarships.
- c. Approve Alumni, Foundation, emergency student loans.

3. Membership

Associate Dean, four faculty members appointed by the Dean.

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G. Admissions Committee

1. Purpose

Make major policy decisions and review all applicants for admission to the Law School.

2. Responsibilities

- a. Review all applicant files.
- b. Consider all data as submitted by Law School Admissions Council.
- c. Make decisions concerning admittance of Law School applicants and transfer students.
- d. Coordinate with the Dean regarding award of individual scholarships.

3. Membership

~~Associate Dean, four~~Three faculty members appointed by the Dean, ~~two student representatives nominated by WSBA and appointed by the Associate Dean, plus the person in charge of Admissions (non-voting).~~

~~H. Professional~~D. Faculty Development

1. Purpose
To consider professional development projects and policies for Law School faculty.
2. Responsibilities
 - a. ~~To make~~Make recommendations for future professional development projects and plans to full faculty.
 - b. ~~To review~~Review and consider professional development of the entire Law School faculty.
3. Membership
~~Five~~Three faculty members appointed by the Dean.

~~I~~

~~E. Law Journal Committee~~

1. Purpose
To set policies and make recommendations for Law Journal Program.
2. Responsibilities
 - a. ~~To establish policies for selection of~~ Advise Law Journal board members and staff as needed.
 - b. ~~To select~~ Assist in selection of new Law Journal editors for each academic year.
 - c. ~~Serve as Advisory Board for the Family Law Quarterly.~~
3. Membership
~~Three faculty members appointed by the Dean; Law Journal staff members.~~

~~J. Client Counseling/Negotiations~~

1. Purpose
~~To set policies and make recommendations for Client Counseling Program and Negotiations Competition.~~
2. Responsibilities
 - a. ~~To establish policies for selection process for Client Counseling teams and — Negotiations Competition team.~~
 - b. ~~To make decisions concerning yearly competitions.~~
3. Membership
~~Three faculty members appointed by the Dean.~~

~~K. Continuing Legal Education~~

1. Purpose
~~To coordinate Continuing Legal Education programs.~~
2. Responsibilities

- ~~a. To ascertain current areas of concern and new course needs based on current legislation.~~
- ~~b. To prepare and develop new CLE programs.~~
- ~~c. To find speakers.~~
- ~~d. To develop comprehensive CLE materials.~~

~~3. Membership~~

~~Three faculty members appointed by the Dean.~~

~~L. Moot Court Committee~~

~~1. Purpose~~

~~To set policies and make recommendations for Moot Court Program.~~

~~2. Responsibilities~~

- ~~a. To establish policies for selection process for Moot Court teams.~~
- ~~b. To make decisions concerning yearly competitions.~~
- ~~c. To assist Moot Court officers with the implementation of the Moot Court Program.~~

~~3. Membership~~

~~Five faculty members appointed by the Dean.~~

~~M. Academic Success Orientation Committee~~

~~1. Purpose~~

~~Develop orientation programs for entering law students and coordinate tutoring/support programs for at risk students.~~

~~2. Responsibilities~~

- ~~a. Schedule Law School organizations and faculty to make presentations to entering law students.~~
- ~~b. Prepare students for enrollment process.~~
- ~~c. Introduce entering law students to Law School routine, procedures, etc.~~
- ~~d. Train and supervise tutors for at risk students.~~

~~3. Membership~~

~~Five faculty members appointed by the Dean, members of the Washburn Student Bar Association, Admissions, Library and Career Services Directors.~~

~~N3. Membership~~

~~Three faculty members appointed by the Dean.~~

F. Sabbatical Committee

1. Purpose

To review applications by law faculty members for academic sabbaticals.

2. Responsibilities

Recommend to the Dean in rank order applications by faculty members for academic sabbaticals

3. Membership

Three faculty members who previously have received sabbaticals, appointed by the Dean.

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O. Trial Advocacy

G. Strategic Planning Committee

1. Purpose

To coordinate the Trial Advocacy Competition.

To develop and revise a strategic plan for the law school.

2. Responsibilities

a. To establish policies for the selection process for Trial Advocacy teams

b. To make decisions concerning yearly competitions.

a. Coordinate with faculty about goals for the institution.

b. Make recommendations to the Dean and faculty

c. Discuss and evaluate IRA data analysis

3. Membership

Dean; four faculty members appointed by the Dean.

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H. LL.M. Committee

1. Purpose

To support LL.M. students throughout their education

2. Responsibilities

a. Coordinate with Admissions Office to oversee review of LL.M. applications

b. Coordinate and oversee the LL.M. student orientation program.

c. Advise LL.M. students as necessary

d. Refine as necessary policies related to the LL.M. program

3. Membership

Four faculty members appointed by the Dean.

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I. Diversity Committee

1. Purpose

To increase institutional diversity, equity, and inclusion

2. Responsibilities

Spearhead and coordinate programming and events to enhance DEI

3. Membership

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