

## **Law School Committee Charges 2023-24**

Below are this year's charges for each committee. Committees will meet as necessary to carry out their charges. Each committee will deliver a progress report on its charge at one or more scheduled faculty meetings. Committee chairs will receive this reporting schedule at the beginning of the academic year.

### **Academic Affairs**

Consider adoption of a law school rule regarding the use of artificial intelligence on exams and other assignments. Consider revision to Law School Rule 3.03's language in light of the abolition of the first-year elective and consult with the Associate Deans for Academic Affairs and DEI on implementation of the new course requirement in anti-racism, anti-bias, and cross-cultural competency. Consider whether Law School Rule 9.01 should be revised to reduce the number of credits required for the J.D. degree below 90, in light of ABA requirements and information from peer schools. Consider updates to Curricular Concentrations, in consultation with the Associate Dean for Academic Affairs and faculty advisors, including whether there are adequate faculty/teaching resources for and student interest in each of them.

### **Academic Planning Council**

Advise the Dean on Law School programs, including program reviews, the future development or contraction of academic programs, program decisions likely to affect promotion and tenure or nonrenewal of probationary faculty appointments, and strategic, long term, and budgetary planning.

### **Admissions and Financial Aid**

Work with the Associate Dean for Admissions & Financial Aid to develop and oversee the admissions and financial-aid policy to ensure that the admissions process meets the Law School's goals for the incoming class, including the admission and matriculation of high-performing students and a class that is diverse in all dimensions, in a manner that complies with all applicable legal requirements. Consult with the Associate Dean for Admissions & Financial Aid about any issues that arise and about her regular presentations to the faculty about admissions and financial aid policies, practices, outcomes, and concerns.

### **Artificial Intelligence Ad Hoc Working Group**

Explore the potential impact of large-language AI on Law School policies and instruction, legal education more broadly, and the legal profession. Develop programming and resources to educate and support faculty relating to the implications of AI in their instruction.

### **Career Development and Judicial Clerkships**

Work with the Associate Dean for Career & Professional Development on outreach to firms, public employers, and other organizations to encourage participation in recruiting events. Work on plans, resources, and events to encourage and assist students who are strong candidates for

public interest fellowships, judicial clerkships, and other selective opportunities, with particular emphasis on outreach to students from underrepresented backgrounds. Consult on changes to curricular offerings, extracurricular programming, and loan repayment assistance that will promote satisfying job prospects for all our students.

### **Clinical & Teaching Professor Appointments & Promotions**

Review applications for clinical faculty promotions and Teaching Professor title placements. Report on those applications to the Executive Committee and the Dean. For limited-term clinical instructor hires, consult with clinic director, the Dean, and the Associate Dean for Experiential Learning on committee involvement in the recruiting and hiring process. Conduct searches for any new clinical faculty position vacancies.

### **Diversity, Equity, and Inclusion**

Advise and consult with the Associate Deans for Academic Affairs and DEI on implementation of new Law School Rule 3.03 regarding anti-racism, anti-bias, and cross-cultural competency. In collaboration with the Associate Dean for Diversity, Equity, and Inclusion, oversee implementation of strategic-plan goals on diversity, equity, and inclusion, regularly communicating with students and student groups on progress toward those goals and on students' concerns. Work with student representatives from the LEO groups to provide support to students in the LEO program and respond to their needs and concerns. Assist with planning LEO events, including the LEO orientation and LEO banquet.

### **Employee Wellness**

Devise programming responsive to our employees' wellness needs. Work with Human Resources staff, as appropriate, to identify areas of interest and need, and provide resources to address those.

### **Faculty Senate**

Attend Faculty Senate meetings and report to the faculty at a faculty meeting at least once per semester.

### **Faculty and Staff Awards**

Research and explore honors and awards for which Law School faculty and staff might be strong candidates. Publicize opportunities, solicit and track nominations, and recommend appropriate nominees to the Dean for honors and awards. Where appropriate or requested by the Dean, assist in preparing materials for nominations and applications for honors and awards.

### **Graduate and International Programs**

Work with the Assistant Dean for Graduate Programs and Associate Dean for Admissions and Financial Aid to explore the potential for expanding the Law School's graduate programs and offerings, including the LLM program and others that align with the Law School's teaching strengths and have the capacity to generate additional revenue. Explore a potential option for

LLM candidates to transfer to the JD Program. Develop guidance for faculty in grading LLM students. Oversee existing programs and recommend changes that advance our goal of strengthening teaching, research, and service that crosses national boundaries.

### **Hastie Fellowship**

Lead the recruitment and selection of Hastie Fellows, including via the first AALS Faculty Appointments Register distribution. Support Hastie Fellows during their time at the Law School.

### **JD Grants**

Review applications from student organizations, co-curricular activities, and individual students for funding academically related activities. Consult with the Dean about acceptable annual funding levels and budgets, and allot funding in a fair, transparent, and consistent way, based on published criteria, in a manner that advances the Law School's strategic priorities including diversity, equity, and inclusion. Ensure that students account for the proper stewardship of Law School resources. Work with the Business Office on appropriate funding forms, reporting procedures, and compliance with university rules and processes.

### **Outcomes and Assessment**

Continue to implement the Law School's ongoing assessment plan approved by faculty in May 2021. Encourage and monitor faculty participation in the assessment of institutional learning outcomes scheduled for 2023-24. Continue to educate instructors about the need for, and benefits of, formative assessment in all courses, as well as overall institutional assessment. Report on the results of the annual institutional assessment to the faculty, and engage the faculty in discussion about ways to improve teaching and institutional learning outcomes. Consider and report to faculty on the implications of AI for assessment practices.

### **Petitions**

Consistent with Law School Rules 12.02 through 12.04, review and decide any student petition that requests an exception or relief from a Law School rule based on allegations of unusual hardship. Consult with, or request assistance or information as needed from, the Assistant Dean for Student Affairs and the Associate Dean for Academic Affairs.

### **Retentions**

Review and decide requests for permission, under Law School Rules 7.01 through 7.03, as well as 7.05, to continue studies at the Law School from any student otherwise ineligible to do so under those rules. Consult with, or request assistance or information as needed from, the Assistant Dean for Student Affairs and the Associate Dean for Academic Affairs.

### **Student Awards**

Develop and follow a robust and transparent process of nominations and self-nominations for student awards and other recognition, and select recipients.

## **Student Evaluations of Teaching**

Clarify, streamline, and simplify the wording of the SET questions on the Law School's Interim SET forms for classroom and clinical courses, in light of the findings of the 2022-23 Committee's analysis. Consider recommending a final version of the forms.

## **Student Wellness**

In partnership with the Assistant Dean for Student Affairs, review student-wellness recommendations for law schools from the ABA, the Wisconsin State Bar Task Force Report on Wisconsin Lawyer Well-Being, other resources focused on law student wellness, and the student listening sessions from the previous academic year. Make recommendations to the Dean, other committees, and/or to the full faculty on steps the Law School can take to address law student mental health and wellness concerns.

## **Tenure, Promotions and Reviews**

Conduct an annual evaluation of each untenured faculty member and prepare individualized written reports summarizing each one's progress toward tenure. Review and evaluate the merits of candidates for tenure by compiling tenure dossier(s) and making recommendations to the Executive Committee regarding the dossier(s). Work on any pending rule-change proposals.

## **Chairs**

Consult with and make recommendations to the Dean on appointments to open named chairs and professorships. Review the performance of existing named chair and professorship holders at the end of any five-year appointment periods and make recommendations to the Dean on chair and professorship renewals.

## **Tenure-Track/Tenured Appointments**

Conduct any searches for tenure-track hiring following direction from Dean. Consider candidates for the Target of Opportunity program. Manage inquiries to the Law School about tenure-track hiring.