

## **2019-20 Committee Charges**

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

### **Admissions and Financial Aid**

Work with the Assistant Dean for Admissions to develop and oversee the school's admissions and financial-aid policy to ensure that the admissions process meets the Law School's goals in creating each year's incoming class. Consult with the Assistant Dean as requested about any issues that arise and about her regular presentations to the faculty regarding admissions and financial aid policies, practices, outcomes, and concerns.

### **Clinical Appointments and Promotions**

Revise the Clinical Hiring and Promotions Policies to (1) separate the rules for hiring from those for promotion, (2) clarify the clinical-promotion criteria and standards, and (3) clarify the timelines for eligibility for promotion. Submit the revision to the APC and the faculty for approval in spring 2020. Solicit and review requests for clinical-faculty promotions. By February 2020, make recommendations on promotion requests to the Executive Committee and the Dean. For position vacancies, work with the clinic director and Associate Dean for Experiential Learning to recruit, screen, and interview highly qualified candidates, soliciting faculty, staff, and student feedback. Make hiring recommendations to the faculty and Dean.

### **Curriculum**

Consult on requests from the Dean for adjustments to the curriculum, including course name changes, course sequencing, new courses, credit changes, certificates, and concentrations, with due regard for overall curricular goals, offerings, and large-scale perspective. Continue the prior year's work in reviewing and proposing possible changes to the 1L curriculum in light of the recent change to the 1L-elective requirement.

### **Employee Wellness**

Devise programming responsive to Law School employees' wellness needs.

### **Experiential Learning**

Explore ways to increase experiential learning opportunities for students, in light of increasing enrollments and the ABA's six-credit-hour requirement for all law students. Review current offerings and propose creative ways to fine-tune current experiential learning offerings to meet student needs. Develop a plan to educate staff and students about the clinics' conflicts of interest policy and create a process to periodically review the plan.

## **Graduate Programs**

Oversee the Law School's Graduate Programs, including the LLM-LI and LLM/SJD degrees. In consultation with the Dean, determine the broad guidelines for the appropriate number of admissions, given the pool of qualified applications and budget concerns, and manage admissions to these programs. Consult with the Dean and the Associate Dean for Student and Academic Affairs about proposed or anticipated changes to the Graduate Programs. Implement the assessment plan for LLM and SJD degrees.

## **Great Lakes Indigenous Law Center**

Work with the Director and Board of Advisors to the Law School's Great Lakes Indigenous Law Center, including the Tribal Externships program and the Indian Business Development Project, to guide and assist in implementing the Center's charter. In consultation with the Associate Dean for External Affairs, review and update all of the materials the Center disseminates to the public and to stakeholders, including all material on the Center's website.

## **Hastie Fellowship**

Support Hastie Fellows during their time at the Law School. Participate in solicitation and selection of Hastie Fellows as appropriate.

## **JD Grants**

Using established procedures, review applications from student organizations and individuals for funding academically related activities. Consult with the Dean regarding funding levels, and allot funding in a fair, transparent, and consistent way, holding students accountable for proper stewardship of Law School resources. Report annually to the Dean and faculty on the expenditures of funds for student activities.

## **LEO Program**

Continue to consider ways of implementing the goals identified in the 2018 Diversity and Inclusion Strategic Plan, and report progress to the Dean's Office and other relevant constituencies. Work with student representatives from the LEO groups to provide support to students in the LEO program and to be responsive to their needs and concerns. Assist with planning LEO events, including the LEO orientation and LEO banquet.

## **Moot Court/Mock Trial**

Coordinate the activities of the Law School Moot Court and Mock Trial programs.

## **Outcomes and Assessment**

To comply with ABA Standard 315, the Law School approved an assessment plan entitled "Assessment of Student Learning Outcomes, Initial Implementation Plan" in April 2016. Consistent with that plan, coordinate assessment efforts, including designing and implementing the institutional assessment of two of the Law School's "Learning Outcomes for the J.D. Degree," which were approved in May 2017. Prepare an annual report on that institution-wide assessment

that will form the basis for discussion for the Dean and faculty at or before the September 2020 faculty meeting. Provide resources and guidance to instructional faculty on formative assessment tools and techniques.

### **Petitions**

Become familiar with Law School Rules 12.02 through 12.04, and review and decide students' petitions requesting relief from a law school rule based on allegations of unusual hardship. Consult with, or request assistance or information as needed from the Associate Dean for Student and Academic Affairs and from the Assistant Dean for Student Affairs.

### **Research Promotion and Visibility**

Consider ways to promote Law School scholarship and promote its visibility, taking into account external scholarly assessment measures. Develop proposals to implement in consultation with the Dean.

### **Retentions**

Become familiar with Law School Rules 7.01 through 7.03, as well as 7.05, and review and decide students' petitions for permission to continue their studies at the Law School. Request assistance or information as needed from the Assistant Dean for Student Affairs.

### **Strategic Planning Task Force (spring)**

In consultation with the Dean's Office, begin preparing for the development of a new Law School strategic plan.

### **Student Awards**

Generate a robust process of nominations and self-nominations for student awards, and select recipients.

### **Student Evaluations of Teaching**

Implement the revised recommendations of the Ad Hoc Working Group on Course Evaluations [approved on May 3, 2019] by proposing a new interim Student Evaluation of Teaching form to the APC and faculty within a year. Consult with outside experts and/or study and adapt existing validated forms to the extent feasible. Determine whether and how SET data should be used in nominating Law School faculty for university teaching awards.

### **Student Wellness**

In consultation with the Dean's office, and in partnership with the Assistant Dean for Student Affairs, devise programming responsive to our students' wellness needs. Work with the Assistant Dean for Student Affairs to recruit student members of the committee.

### **Tenure, Promotions and Reviews**

Conduct annual evaluation of untenured faculty members, and prepare individualized written reports summarizing each one's progress toward tenure. Review and evaluate the merits of any candidates for tenure by compiling tenure dossier(s) and making recommendations to the Executive Committee regarding the dossier(s). Consider promotion requests from tenured faculty, and make recommendations on them to the Executive Committee. Make a template for five-year review in consultation with the Dean's Office and in accordance with the five-year review policy, and conduct five-year reviews of faculty for whom they are due. For chaired members of this committee: consider and recommend to the Dean appointments to open chairs, review the performance of existing chair holders at the end of any five-year appointment periods, and make recommendations to the Dean on chair renewals.

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

Conduct a search for, and make recommendations to, faculty with regard to tenure-track hiring. Manage inquiries to the Law School with regard to tenure-track hiring. Coordinate with cross-campus working groups on any faculty cluster hires involving the Law School.