

## **Law School Committee Charges 2022-23**

Below are this year's charges for each committee. Committees will meet as necessary to carry out their charges. Each committee will deliver progress reports 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**

Review options and propose possible changes to the required curriculum, especially bar-privilege courses, to enable students to more efficiently meet degree and bar admission requirements and give them more flexibility to take courses in areas of interest. Consider curricular changes to address revised ABA standards on professional identity development, bias, cross-cultural competency, and racism. Consult on requests from the Dean or Associate Dean for Academic Affairs for adjustments to the curriculum, including course name changes, course sequencing, new courses, credit changes, programs, and concentrations. Organize resources and presentations to help instructors improve their teaching and advance student learning.

### **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. Consider use of standardized tests in admissions process. 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.

### **Career Placement and Development**

Work with Associate Dean for Career and Professional Development on outreach to firms, public employers, and other organizations to encourage participation in recruiting events, and on assistance to 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 report on those applications to the Executive Committee and the Dean. For clinical professor title series hires, work with the clinic director and Associate Dean for Experiential Learning to recruit a diverse pool of highly qualified candidates, and make hiring recommendations to the Executive Committee and Dean. For limited-term clinical instructor hires, consult with the Dean and Associate Dean for Experiential Learning on committee involvement in the recruiting and hiring process.

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

In collaboration with Associate Dean for Diversity, Equity, and Inclusion, oversee implementation of strategic plan goals on diversity, equity, and inclusion, developing and following a clear plan for communicating progress to faculty, staff, students, and other relevant constituencies. 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.

## **Faculty and Staff Awards**

Research and explore honors and awards for which Law School faculty and staff might be strong candidates. Publicize opportunities, solicit 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.

## **Faculty Senate**

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

## **Graduate and International Programs**

Oversee existing programs and recommend changes that advance our goal of strengthening teaching, research, and service that crosses national boundaries. Work with the Assistant Dean for Graduate Programs to explore the potential for expanding the Law School's graduate programs and offerings, including the LLM-LI program and others that align with the Law School's teaching strengths and have the capacity to generate additional revenue. Explore a potential transfer option for LLM-LIs to the JD Program.

## **Hastie Fellowship**

Support Hastie Fellows during their time at the Law School. Lead the recruitment and selection of Hastie Fellows, including via first AALS Faculty Appointments Register distribution. Consider potential changes to Hastie program, particularly the LLM component and the possibility of a Visiting Assistant Professor position in the second year, gathering information as relevant.

## **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. 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 & 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 2022-23. 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 assessment to the faculty, and engage the faculty in discussion about ways to improve teaching and institutional learning outcomes.

## **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.

## **Strategic Planning/ABA Site Visit**

In consultation with the Dean's Office and the Strategic Plan Implementation Working Groups, oversee implementation of the Strategic Plan approved by the faculty in May 2021. Prepare for, and compile the information needed for, the ABA Site Visit in November 2022 and any subsequent follow up.

## **Student Awards**

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

## **Student Evaluations of Teaching**

Assess the effectiveness and objectivity of the Law School's Interim SET forms for classroom and clinical courses, in light of the goals for the SET form revisions.

## **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, and other resources focused on law student wellness. 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). Write guidelines for evaluating the teaching of pre-tenure candidates in light of recent changes to policies regarding student evaluations, draft language for tenure rules regarding sharing pre-tenure reports with candidates, consider potential changes to tenure rules regarding documentation in the case of negative Executive Committee votes and make recommendations on all three topics to Executive Committee. Develop anti-bias materials for future Tenure, Promotions and Reviews Committee use.

## **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