

## **Law School Committee Charges 2024-25**

8/22/2024

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**

Explore 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. In consultation with the Associate Dean for Academic Affairs and the Law School's Academic Credit Reviewer, propose revisions to Law School Rule 3.06 to add the Mock Trial program to the rule allowing academic credit for co-curricular work by students. Propose rule change allowing for consolidation of Petition and Retention Committees. Review proposed policy and procedure changes with respect to Law School final exam administration.

### **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. Consider and propose any necessary changes to governance rules and policies.

### **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 regular presentations to the faculty about admissions and financial aid policies, practices, outcomes, and concerns.

### **Artificial Intelligence**

Develop programming, training, and resources to educate and support faculty on the implications of AI for their instruction. Explore the changing use of, and expectations about, AI in the legal marketplace to inform the Law School's educational mission. Develop or support curricular proposals relating to AI at the Law School, e.g., proposing new courses or establishing best practices for integrating or limiting the use of AI in teaching and learning. Liaise with the Associate Dean for Academic Affairs to monitor the impact of AI on academic integrity issues. Consult with other committees and units within the Law School on the ways AI is impacting or may impact their work.

### **Clinical and Teaching Professor Appointments and Promotions**

Review applications for clinical and teaching faculty promotions and for placement in the Teaching Professor title series. Report on those applications to the Executive Committee and the Dean. Conduct any searches for open clinical, teaching or other skills faculty positions, upon

direction from the Dean. For limited-term Clinical Instructor hires, consult with clinic director, the Dean, and the Associate Dean for Experiential Learning about committee involvement in the hiring process.

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

Advise and consult with 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 Associate Dean for Student Success, 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 student groups to provide support to students through the LEO program and respond to their needs and concerns. Assist with planning LEO events, including the LEO orientation and LEO banquet.

### **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 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. Incorporate Hastie alums into the recruitment process, as well as any other potential changes to Hastie policies and processes. 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 funds. Work with the Business Office on appropriate funding forms, reporting procedures, and compliance with university rules and processes.

### **Judicial Clerkships**

Develop plans, resources, and events to identify, encourage, assist, and prepare students who are strong candidates for judicial clerkships and other selective opportunities, with particular emphasis on outreach to students from less advantaged and underrepresented backgrounds.

### **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 2024-25. 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 assessment to the faculty, and engage the faculty in discussion about ways to improve teaching and institutional learning outcomes in regular faculty teaching retreats.

### **Petitions/Retentions**

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. Additionally, review and decide requests for permission under the Law School Rules 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 Wellness**

In consultation and cooperation with the Assistant Dean for Student Affairs, the Law School's Counselor, and the SBA's Vice President of Student Wellbeing, promote and engage in programming responsive to current student wellness needs. This could include: (1) hosting listening sessions, (2) conducting tabling events, (3) participating in community-building activities, and/or (4) reviewing and recommending articles on best practices for student wellbeing.

### **Tenure**

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 any candidates for tenure by compiling tenure dossier(s) and making recommendations to the Executive Committee regarding the dossier(s).

### **Tenured Faculty: Promotions & Reviews**

Review and make recommendations to the Executive Committee on applications for promotion to full professor. In subcommittees, review the research, teaching and service records of faculty members up for five-year review, and report subcommittee findings in accordance with Law

School rules and policies.

**Chairs Subcommittee**

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. Manage inquiries to the Law School about tenure-track hiring.