

## **Law School Committee Charges 2021-22**

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 (including the 1L curriculum) and bar-privilege courses to optimize students' ability to gain the skills and knowledge they will need while efficiently meeting their degree and bar admission requirements. Explore potential changes to the Law School's grading and class rank system. Consult on requests from the Dean or Associate Dean for Student & Academic Affairs for adjustments to the curriculum, including course name changes, course sequencing, new courses, credit changes, programs, and concentrations, with due regard for the Law School's overall curricular goals, offerings, and strategic direction. Develop 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 promotions to tenure or nonrenewal of probationary faculty appointments, and strategic, long term, and budgetary planning. Propose guidelines for faculty and academic staff requests for unpaid leaves, consistent with University policy on Leave of Absence without Pay.

### **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. 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 Assistant Dean for the Office of Career and Professional Development on outreach to national firms and 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. Consider 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 teaching-professor nominations, and report to the Executive Committee and the Dean on those nominations no later than October 2021. Review applications for clinical-faculty promotions, and report on those applications to the Executive Committee and the Dean. For approved clinical-title hires, work with the clinic director and Associate Dean for Experiential Learning to recruit highly qualified candidates and make hiring recommendations to the Executive Committee and Dean. Consider whether revisions to the Teaching Professor Title or Clinical Hiring and Promotions policy are necessary. If so, propose a revised policy to the Executive Committee and Dean for approval or further revision.

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

In collaboration with new Associate/Assistant Dean for Diversity, Equity, and Inclusion, make recommendations on implementing strategic plan goals on diversity, equity, and inclusion, reporting progress to the Dean's Office, the faculty, 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**

Recommend to the Dean appropriate nominees for honors and awards available for faculty and staff in the Law School and on campus. Where appropriate, assist the Dean in preparing materials for nominations and applications for such honors and awards. Research and explore honors and awards that members of the Law School faculty and staff might be strong candidates for.

## **Faculty Senate**

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

## **Graduate Programs**

Explore the potential for expanding the Law School's Graduate Programs, including the LLM-LI and LLM/SJD degrees, and for adding new non-J.D. programs. Oversee existing programs. Explore potential transfer option from LLM-LI to JD program.

## **Great Lakes Indigenous Law Center**

Work with the Director of the Law School's Great Lakes Indigenous Law Center to guide and assist in implementing the Center's charter.

## **Hastie Fellowship**

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

## **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 assessment plan approved by faculty in May 2021. Continue to educate faculty and instructional staff about the need for, and benefits of, formative assessment in all courses, as well as the overall institutional assessment of the Law School's "Learning Outcomes for the J.D. Degree." Report on the results of assessment to faculty, and engage in discussion about ways to improve 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 Student and 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 Student and 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 2022-23.

## **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 revised SET forms for classroom courses. Continue to implement the Interim SET form for clinical courses, and in consultation with the clinical faculty, review best practices for more detailed clinical course evaluations. Report those findings to the faculty, and propose further action on clinical course evaluations, including non-Interim SET if appropriate.

## **Student Wellness**

In partnership with the Assistant Dean for Student Affairs, review wellness recommendations for law schools from the ABA, State Bar of Wisconsin, and other resources focused on law student wellness, and make recommendations to the Dean, other committees, and/or to the full faculty on ways to address law student mental health and wellness concerns.

## **Tenure, Promotions and Reviews**

Conduct an annual evaluation of untenured faculty members, and prepare individualized written reports summarizing each one's progress toward tenure ("Pre-tenure Reports"). 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). Create 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.

### **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 Committee**

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.