Notre Dame Law School

STANDARDS AND PROCEDURES ON APPOINTMENT, REAPPOINTMENT, TENURE, AND PROMOTION

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The following standards and procedures govern decisions in the Law School as to
(1) appointment, reappointment, tenure, and promotion of members of the teaching and
research faculty; and (2) appointment, reappointment, and promotion of members of the
clinical faculty. Decisions relating to appointment, reappointment, tenure, and promotion are
also subject to University-wide procedures and requirements, which are controlling and take
precedence in the event of actual conflict.

Unless otherwise indicated, for purposes of this document, the term “faculty” means all
teaching and research, clinical, and library faculty, except that for purposes of an advisory vote
on an appointment to the teaching and research faculty or the clinical faculty, a vote for
election of the membership of the Faculty Appointments and Promotions Committees, or a
vote to adopt or amend this document, the term “faculty” shall mean only teaching and
research and clinical faculty.

I. Faculty Appointments Committee

A. Membership

The Faculty Appointments Committee (FAC) is a standing committee of the faculty,
consisting of the dean, who shall serve as chair; two elected members; and two members
appointed by the dean. All members of the committee must be tenured and must not be on
leave of absence. Except for the dean, no faculty member shall serve simultaneously on both
the Appointments Committee and the Promotions Committee. Except for the dean, terms shall
be for two years, with one member elected and one member appointed each year. The faculty
also elects an alternate to serve pro tem whenever one of the elected or appointed members is
temporarily unable to serve during the current academic year. If at the end of the first year of
his or her term a member resigns or is otherwise unable to serve the remainder of the term,
another person shall be elected or appointed as the case may be to fill the unexpired term.

B. Responsibilities

The FAC shall be responsible for recruiting and interviewing candidates for faculty
appointment, soliciting faculty and student opinions regarding such candidates, and
recommending them to the University. This committee also shall be responsible for the faculty
affirmative action program.

1. Appointments to the Teaching and Research and Clinical Faculties

The FAC shall identify candidates and review applications for appointments to the
teaching and research faculty and the clinical faculty. The FAC shall also select those
candidates to be interviewed, if any, at the annual faculty recruitment conference of the
Association of American Law Schools (“AALS”). Prior to the AALS conference, the FAC
shall make available to the faculty a list of those candidates the FAC expects to interview.

The FAC shall invite to campus those candidates that the FAC believes should be
considered for appointment. The FAC shall arrange for each such candidate to be interviewed
by the whole faculty, or by such members of the faculty as may be available for such
interviews; and, if appropriate, to deliver a colloquium to the faculty on a topic of his or her choice and to be interviewed by members of the student body.

Before making recommendations to the University, the FAC shall call a meeting of the faculty. The FAC shall report to the faculty as to such opinions and information as the FAC has gathered with respect to the candidate. The FAC shall also advise the faculty of the FAC’s views as to the rank for which it believes that the candidate might appropriately be considered. The candidate shall then be discussed by the faculty and shall be the subject of an advisory vote by members of the teaching and research and clinical faculties. The ballot shall be in a form that the FAC deems appropriate for soliciting the views of the faculty, and the vote shall be by secret ballot. The person counting the votes shall announce the result at the meeting, but the result shall not be recorded in the faculty minutes. Following the meeting of the faculty at which a candidate has been considered for appointment, the FAC shall make a recommendation as to whether the University should offer an appointment to the candidate and, if so, at what rank.

2. Visiting and Adjunct Appointments

The Law School may wish to make visiting and adjunct appointments to the faculty. A visitor is a non-regular faculty member who assumes duties similar to a regular faculty member with an analogous title for a fixed term with no right of reappointment. The Law School may make a visiting appointment either for the purpose of course coverage or for the purpose of considering a candidate for a further appointment to a teaching and research or clinical position. If the visiting appointment is being made for the purpose of considering a candidate for an appointment to the teaching and research faculty or the clinical faculty, all of the procedures described in part I.B.1 shall be followed. If the visiting appointment is being made for the purpose of course coverage, the appointment may be made by the dean after consultation with the FAC. Adjunct appointments, which are part-time appointments, also may be made by the dean after consultation with the FAC.

C. Committee Procedures

1. Vice Chair

The FAC shall elect by ballot a vice chair, who shall preside in the absence of the chair, and who shall perform such other duties as may be delegated by the chair or by the committee.

2. Meetings

The chair shall call a meeting of the committee promptly upon hearing of any situation that may call for appointment to the faculty or other exercise of the powers of the committee. The chair may call a meeting at any other time, and shall do so on the written request of the vice chair or any two other members.

3. Quorum

A majority of the members of the committee shall constitute a quorum.
4. Voting

Each member of the FAC shall have an equal vote.

5. Confidentiality

The file compiled by the FAC with respect to each candidate, and all of the documents contained therein, as well as the deliberations of the FAC and faculty, shall be confidential.

6. Emergencies

In the case of an emergency requiring an appointment to the faculty before a meeting of the FAC can be held, the chair shall promptly notify the vice chair, who shall ascertain the sense of the FAC by contacting the members as far as is practicable and shall report to the chair. The sense shall be submitted to the provost in the same manner as for submitting the sense of the FAC as ascertained in a meeting.

II. Faculty Promotions Committee

A. Membership

The Faculty Promotions Committee (FPC) is a standing committee of the faculty, consisting of the dean, who shall serve as chair; two elected members; and two members appointed by the dean. All members of the committee must be tenured and must not be on leave of absence. Except for the dean, no faculty member shall serve simultaneously on both the Appointments Committee and the Promotions Committee. Except for the dean, terms shall be for two years, with one member elected and one member appointed each year. The faculty also elects an alternate to serve pro tem whenever one of the elected or appointed members is temporarily unable to serve during the current academic year. If at the end of the first year of his or her term a member resigns or is otherwise unable to serve the remainder of the term, another person shall be elected or appointed as the case may be to fill the unexpired term.

B. Responsibilities

The FPC shall be responsible for evaluating candidates or potential candidates for reappointment, tenure, or promotion regarding their teaching, scholarship, and service to the University, the profession, and the community. The FPC is also responsible for soliciting faculty, student, and outside evaluations and for making recommendations to the University concerning such candidates. Before making recommendations to the University, the FPC shall solicit the comments and recommendations of all members of the faculty concerning a candidate. The FPC shall also evaluate annually the performance of each untenured member of the teaching and research faculty and each associate clinical professor and shall report its evaluation to that faculty member in writing.
C. Committee Procedures

1. Vice Chair

The FPC shall elect by ballot a vice chair, who shall preside in the absence of the chair, and who shall perform such other duties as may be delegated by the chair or by the committee.

2. Meetings

The chair shall call a meeting of the committee promptly upon hearing of any situation that may call for exercise of the powers of the committee. The chair may call a meeting at any other time, and shall do so on the written request of the vice chair or any two other members.

3. Quorum

A majority of the members of the committee shall constitute a quorum.

4. Voting and Disqualification

Each member of the FPC shall have an equal vote, except that:

   a. A member of the FPC who is an associate professor is disqualified from the FPC’s consideration of the qualification of any current or prospective member of the teaching and research faculty for the rank of professor and shall not attend, participate, or vote at a committee meeting concerning such consideration.

   b. A member of the FPC who is serving or has served as an officially designated mentor to a person being considered for tenure, and who was so designated prior to September 20, 2006, is disqualified from considering that person’s tenure and shall not attend, participate, or vote at a meeting concerning that person’s tenure.

   c. The dean shall not vote on the FPC’s formal recommendation with respect to the question of reappointment, tenure, or promotion.

5. Confidentiality; Records

   a. Confidentiality

   The files compiled by the FPC in connection with annual reviews, reappointment, tenure, and promotion of individual faculty members, as well as the deliberations of the FPC, shall be confidential, except that the FPC shall have access to materials collected and prepared by prior FPCs as it considers necessary for further evaluation of the faculty member who is the subject of those reviews or reports.

   b. Maintenance of Central Files

   The dean’s office shall retain copies of annual reviews. It shall also maintain a file of all materials used in the formal review of candidates considered for reappointment, tenure, or
promotion. At the request of the Provost’s Advisory Committee, the Provost, or the President, such file will be made available to that body or that individual to assist in their deliberations. At a minimum, the dean’s office shall maintain the file until a positive decision regarding advancement has been made or all avenues for appeal of a negative decision have been exhausted, and shall continue to maintain any materials that may be useful in the FPC’s consideration of further advancement of the faculty member concerned.

The FPC may maintain on a secure server electronic copies of annual reviews, reports, and other materials used in connection with annual reviews or with reappointment, tenure, or promotion cases, for so long as, and only so long as, those materials may be useful in the FPC’s consideration of further advancement of the faculty member concerned.

c. Destruction of Materials by Individual Committee Members

After the FPC has transmitted an annual review to a faculty member or has submitted a final report on reappointment, tenure, or promotion through the dean to the Provost, individual members of the FPC shall return to the dean’s office any original materials and shall destroy all hard and electronic copies of drafts and supporting materials in their possession.

III. Teaching and Research Faculty

A. Faculty Qualifications and Periods of Service

1. Initial Appointment Without Tenure

Normally, an appointment without tenure will be made at the rank of associate professor for a term of three years. After consultation with the FAC, the dean may recommend to the Provost appointment at a different rank or for a different term.

2. Initial Appointment With Tenure

Subject to regular University procedures, at the time of initial appointment, the dean may negotiate with a candidate for appointment with tenure. After a recommendation of appointment has been approved by the FAC, the FPC must make an advisory recommendation regarding whether the candidate has satisfied the requirements for tenure set forth in part III.A.4, which determination must be made in general accordance with the procedures for tenure set forth in part III.B.3. If the candidate is considered for appointment at the rank of professor, the FPC must make an advisory recommendation regarding whether the candidate has satisfied the requirements for that rank set forth in part III.A.5, which determination must be made in general accordance with the procedures for promotion set forth in part III.B.4.

3. Reappointment

The FPC shall recommend reappointment for a second three-year term if the FPC concludes that the faculty member has made substantial progress toward satisfying the requirements for tenure.
4. Tenure

The FPC shall recommend that the University award tenure if the faculty member has demonstrated outstanding teaching ability, notable achievement as a scholar, and meaningful service. The decision to award tenure is not simply a determination as to the excellence of a faculty member’s past performance, but is also a predictive judgment that a faculty member will continue to be an outstanding teacher, a productive scholar, and an active member of the University, Law School, and professional communities throughout the faculty member’s career. The faculty member’s record of teaching, scholarship, and service provides evidence for these forward-looking judgments.

a. Teaching

Teaching is a central mission of the Law School. To warrant an award of tenure, the faculty member must demonstrate outstanding teaching ability. Individuals are outstanding teachers for different reasons, but outstanding performance as a teacher includes the following: the ability to communicate complex ideas; depth and breadth of knowledge relevant to the fields of teaching; thoughtful and thorough organization of individual class sessions and overall course content; the ability to stimulate the intellectual interests of students; the ability to direct student work both inside the classroom and out; the ability to devise methods of determining a student’s progress and achievement appropriate to the courses taught; and demonstrated accessibility to, and interest in, students.

b. Scholarship

Scholarship is a central mission of the Law School. To warrant an award of tenure, the faculty member must present work that reflects notable achievement as a scholar and must also demonstrate the capacity and commitment for continued, significant contributions to scholarship.

A scholar is expected to have a wide, deep, and critical command of a field of study, the best evidence of which consists of a record of original and high-quality contributions to that field. A scholarly piece, in whatever form or length, should demonstrate a solid grounding in the scholar’s area of study; the scholar’s originality, creativity, and ability to identify important avenues of inquiry; sustained and careful research and analysis; and the ability to communicate effectively and persuasively. Scholarship, in sum, is informed, reflective, and analytical, and demonstrates the intelligence, care, and insight one would expect of a person advancing his or her field of study.

A life of scholarship entails the ongoing search for knowledge and understanding, which suggests a regularity of research and publication. Although no bright line defines the quantity of written work necessary to constitute sufficient evidence of scholarly attainment and future promise, the successful candidate for tenure normally will have completed at least three important pieces of scholarship.
c. Service to the Institution, the Profession, and the Community

To warrant an award of tenure, the faculty member must show a record of meaningful service, both within and outside the University, as measured by the importance and extent of the faculty member’s contributions. The individual should contribute in concrete ways to the intellectual life, institutional governance, or overall improvement of the Law School and the University. Common examples of such contributions would be serving on Law School and University committees, advising student organizations, assisting in co-curricular activities, and participating in Law School and University-sponsored programs, colloquia, and organizations. Relevant service outside of the University would include involvement in the legal academy, professional organizations, and other activities that draw upon the candidate’s professional abilities and benefit the community or the general public.

5. Promotion to the Rank of Professor

In addition to meeting or maintaining the standards for tenure, a faculty member considered for promotion to the rank of professor should have achieved widespread recognition as a scholar. “Widespread recognition” connotes a national or international scholarly reputation in the individual’s field of study, such as is enjoyed by persons promoted to full professor at other nationally recognized law schools.

B. Procedures Governing Annual Reviews and Reappointment, Tenure, and Promotion Decisions

1. Annual Review Procedures

The FPC shall conduct an annual review as to the progress of each tenure-track faculty member. When a faculty member is being considered for a University-level decision as to reappointment, promotion, or tenure, that consideration replaces the annual review process.

a. Faculty Member’s Responsibilities

Upon solicitation by the FPC under part III.B.1.b, the faculty member shall submit a current curriculum vitae. The faculty member should submit any other material relevant to the FPC’s evaluation of the faculty member’s teaching, scholarship, and service since the last annual review. Such material should include copies of any published scholarship, scholarship accepted for publication, or works-in-progress that the faculty member wishes the FPC to consider in its review.

Evaluation of the faculty member’s teaching will address course design, course implementation, evaluation of student work, and student perceptions. Accordingly, the faculty member should submit any material that the faculty member believes will assist in the FPC’s evaluation of these elements, including course syllabi, other course materials prepared to aid students, and copies of final examinations.
b. Committee’s Responsibilities

The FPC shall solicit relevant materials for consideration in the annual review, giving the faculty member at least one month to respond. When the faculty member’s submission includes scholarship not previously evaluated, the FPC ordinarily will arrange reviews by members of the FPC or other members of the tenured faculty. Each academic year the FPC ordinarily will arrange up to two class observations by members of the FPC or other members of the tenured faculty. In arranging class observations in connection with annual reviews, the FPC will select courses with a view toward developing, over time, a comprehensive picture of the faculty member’s contributions in varied settings (for example, in required courses, other large service courses, smaller upper-level lecture courses, and seminars).

Following completion of the annual review conducted by the FPC, the vice chair of the FPC shall summarize the FPC’s review in a letter to the faculty member and meet with the faculty member to discuss the review.

2. Reappointment Procedures

In the final academic year of the initial appointment, a University-level decision must be made as to whether the faculty member has made substantial progress towards satisfying the tenure standards, thus warranting appointment to a second three-year term. During the reappointment year, the FPC shall evaluate the faculty member’s teaching, scholarship, and service and make a recommendation to the dean, for transmission to the Provost, as to whether the candidate has made such progress.

a. Candidate’s Responsibilities

Upon solicitation by the FPC under part III.B.2.b, the candidate shall submit the required University Form P (or such similar form as the Provost may require), including a detailed statement concerning the candidate’s teaching, scholarship, and service, and a curriculum vitae. The candidate should submit any other material relevant to the FPC’s deliberations with respect to reappointment. Such material should include copies of any published scholarship, scholarship accepted for publication, or works-in-progress that the faculty member wishes the FPC to consider in its review.

Evaluation of the candidate’s teaching will address course design, course implementation, evaluation of student work, and student perceptions. Accordingly, the candidate should submit any material that he or she believes will assist in the FPC’s evaluation of these elements, including course syllabi, other course materials prepared to aid students, and copies of final examinations.

b. Committee’s Responsibilities

The FPC shall solicit relevant materials for consideration of reappointment, giving the candidate at least one month to respond. Where appropriate, the FPC shall arrange class observations and scholarship reviews to supplement those that have previously occurred. The
FPC shall send memoranda to faculty and students soliciting relevant information and opinions concerning reappointment, and the FPC shall consider such information in its deliberations.

The FPC shall prepare a written report to the Provost concerning the trajectory of the candidate’s teaching, scholarship, and service, including a recommendation whether the candidate should be reappointed for a second three-year period. The reasons for the FPC’s recommendation shall be stated clearly and candidly, and in reasonable detail, with specific reference to the evidence and inferences upon which the FPC relied. The report shall be signed by each member of the FPC and shall indicate the numerical vote of the FPC. If required by the Provost, members of the FPC shall submit separate reports with respect to teaching, scholarship, and service. At least two of these reports shall be prepared by different members of the FPC.

c. Dean’s Responsibilities

The dean shall prepare a letter to the Provost containing the dean’s personal recommendation and reasons as to whether the faculty member should be reappointed for a second three-year period. The letter shall contain detailed reasons as well as conclusions. In making the recommendation, the dean shall take into account the recommendation of the FPC as well as the dean’s own knowledge and review of the candidate’s file.

The dean shall forward that letter and all other materials to the Provost. If the dean’s recommendation is contrary to that of the FPC, he or she shall consult formally with the FPC and shall forward an account of that consultation with the rest of the file to the Provost.

Whenever a recommendation by the FPC is not accepted by the Provost or the President, the reasons for such nonacceptance shall be conveyed to the FPC through the dean. Whenever the ultimate decision concerning reappointment is negative, the dean, upon request of the faculty member, shall convey the reasons for the negative decision to the faculty member in writing. In other cases, after completion of the University review procedure, the dean shall convey the essence of the FPC and University-level evaluations in writing so as to guide the faculty member’s future development.

3. Tenure Procedures

The tenure decision is a University-level decision. In accordance with part III.B.3.a, a faculty member may request, or the FPC may invite the faculty member to request, consideration for tenure in the penultimate academic year of a second appointment without tenure. Otherwise the FPC shall consider a faculty member for tenure in the final year of the second appointment without tenure (or at such other time as may be specified in the letter of appointment). During the year that a candidate is considered for tenure, the FPC shall evaluate the faculty member’s teaching, scholarship, and service and make a recommendation to the dean, for transmission to the Provost, as to whether the candidate has satisfied the standards for tenure.
a. Candidate’s Responsibilities

In the event that a faculty member wishes to seek tenure in the penultimate academic year of the second appointment without tenure, the faculty member shall provide notice to the FPC of his or her intent to do so no later than July 15 preceding the start of classes for that academic year.

No later than August 10 preceding the start of classes for that academic year in which tenure consideration is to occur, a candidate for tenure may submit names of up to three external reviewers from whom the FPC may seek evaluations of the candidate’s scholarship and names of up to two potential reviewers to whom the candidate objects. Upon solicitation by the FPC under part III.B.3.b, a candidate for tenure shall submit all the materials listed in part III.B.2.a.

b. Committee’s Responsibilities

The FPC shall solicit from the candidate relevant materials for consideration of tenure, giving the candidate at least one month to respond. Where appropriate, the FPC shall arrange class observations and scholarship reviews to supplement those that have previously occurred. The FPC shall send memoranda to faculty and students soliciting relevant information and opinions concerning the candidate, and the FPC shall consider such information in its deliberations.

The FPC shall initially generate a list of potential external reviewers without consulting the candidate’s list. After reviewing the candidate’s list, the FPC shall solicit at least six letters evaluating the candidate’s scholarship, including at least four from reviewers not selected by the candidate. Generally, an external reviewer should hold the rank of professor at a highly regarded law school. At the time each external reviewer agrees to serve, the FPC shall transmit to that reviewer the full portfolio of the work submitted by the candidate and indicate the date by which the letter is requested. In transmitting external reviews to the Provost, the FPC shall include the candidate’s list, a descriptive list of evaluators approached (including those who were asked to serve but declined), the date each review was solicited, and a sample copy of the contact letter. When the external reviews are transmitted to the Provost, the first page of each letter should indicate whether the reviewer was selected by the candidate, the FPC, or both.

The FPC shall prepare a written report to the Provost concerning the trajectory of the candidate’s teaching, scholarship, and service, including a recommendation whether the candidate should be granted tenure. The reasons for the FPC’s recommendation shall be stated clearly and candidly, and in reasonable detail, with specific reference to the evidence and inferences upon which the FPC relied. The report shall be signed by each member of the FPC and shall indicate the numerical vote of the FPC. If required by the Provost, members of the FPC shall submit separate reports with respect to teaching, scholarship, and service. At least two of these reports shall be prepared by different members of the FPC.
c. Dean’s Responsibilities

The dean shall prepare a letter to the Provost containing the dean’s personal recommendation and reasons as to whether the candidate should be awarded tenure. The letter shall contain detailed reasons as well as conclusions. In making the recommendation, the dean shall take into account the recommendation of the FPC as well as the dean’s own knowledge and review of the candidate’s file.

The dean shall forward the dean’s letter and all other materials to the Provost. If the dean’s recommendation is contrary to that of the FPC, he or she shall consult formally with the FPC and shall forward an account of that consultation with the rest of the file to the Provost.

Whenever a recommendation by the FPC is not accepted by the Provost or the President, the reasons for such nonacceptance shall be conveyed to the FPC through the dean. Whenever the ultimate decision concerning tenure is negative, the dean, upon request of the faculty member, shall convey the reasons for the negative decision in writing to the faculty member. In other cases, after completion of the University review procedure, the dean shall convey the essence of the FPC and University-level evaluations in writing so as to guide the faculty member’s future development.

4. Promotion to the Rank of Professor

The decision to promote a member of the teaching and research faculty to the rank of professor is a University-level decision. A faculty member may request, or the FPC may invite the faculty member to request, promotion to the rank of professor when considered for tenure or at any time thereafter, without regard to time as associate professor. In the event that a faculty member wishes to seek promotion to full professor, the candidate shall provide notice to the FPC of his or her intent to do so no later than July 15 preceding the start of classes for that academic year in which the faculty member wishes consideration to begin. When considering the tenure case of a candidate who has not sought promotion to the rank of professor, the FPC may, on its own motion and with the assent of the candidate, recommend promotion to full professor at the time of tenure.

The FPC shall evaluate the candidate’s teaching, scholarship, and service and make a recommendation to the dean, for transmission to the Provost, as to whether the candidate has satisfied the standards for promotion to the rank of professor. In considering a case for promotion of a tenured faculty member, the FPC, in its discretion, may rely on whatever methods are appropriate in the individual case to determine whether the standards for promotion to the rank of professor have been achieved, including the solicitation of external evaluations in addition to those secured during the tenure review. The procedures for promotion to the rank of professor shall otherwise be the same as the tenure procedures set forth in part III.B.3.
IV. Clinical Faculty

A. Faculty Qualifications and Periods of Service

1. Initial Appointment

Normally, the appointment of an entry level candidate will be made at the rank of associate clinical professor for a term of three years. At the time of initial appointment, the dean may negotiate with a candidate for appointment at a different rank or for a different term.

2. Initial Appointment as Clinical Professor

Subject to regular University procedures, at the time of appointment the dean may negotiate with a candidate for appointment to a presumptively renewable five-year term as clinical professor. After a recommendation of appointment has been approved by the FAC, the FPC must then make an advisory recommendation regarding whether the candidate has satisfied the requirements for the rank of clinical professor set forth in part IV.A.4, which determination must be made in general accordance with the procedures for promotion set forth in part IV.B.3.

3. Reappointment

Subject to the rule in part IV.A.6 for the reappointment of the director of the Legal Aid Clinic, the FPC shall recommend reappointment for another three-year term as associate clinical professor if the FPC concludes the faculty member has demonstrated outstanding ability in teaching, professional activities, and service and has made substantial progress toward the requirements for promotion to the rank of clinical professor.

a. Teaching

Teaching is a central mission of the Law School. To warrant reappointment as associate clinical professor, the faculty member must demonstrate outstanding teaching ability. Individuals are outstanding teachers for different reasons, but outstanding performance as a teacher includes the following: the ability to communicate complex ideas; depth and breadth of knowledge relevant to the fields of teaching; thoughtful and thorough organization of individual class sessions and overall course content; the ability to stimulate the intellectual interests of students; the ability to direct student work both inside the classroom and out; the ability to devise methods of determining a student’s progress and achievement appropriate to the courses taught; and demonstrated accessibility to, and interest in, students. Outstanding performance as a clinical teacher includes the selection of appropriate cases, proper guidance in ethical issues encountered in clinical practice, and effective supervision of students’ legal work.

b. Professional Activities

To warrant reappointment as associate clinical professor, the faculty member must demonstrate outstanding ability in professional activities that contribute to the development of
the law or the development of methods of legal education, including particularly clinical legal
education. Because a clinical faculty member is active in both the academy and the practicing
bar, such activities may take a variety of forms. A faculty member may produce scholarly
articles, empirical studies, or other writings directed to law reform efforts or the advancement
of legal education. A faculty member may engage in major legal arguments or other
significant advocacy efforts addressed to legal reform or the improvement of legal institutions.
A faculty member may also develop significant case or pedagogical studies or innovative
assessment tools that contribute to the advancement of legal education.

c. Service to the Institution, the Profession, and the Community

To warrant reappointment as associate clinical professor, the faculty member must
show a record of meaningful service, both within and outside the University, as measured by
the importance and extent of the faculty member’s contributions. The individual should
contribute in concrete ways to the intellectual life, institutional governance, or overall
improvement of the Law School and the University. Common examples of such contributions
would be serving on Law School and University committees, advising student organizations,
assisting in co-curricular activities, and participating in Law School and University-sponsored
programs, colloquia, and organizations. Relevant service outside of the University would
include involvement in the legal academy, professional organizations, and other activities that
draw upon the candidate’s professional abilities and benefit the community or the general
public.

Any clinical faculty member who is not reappointed will, in the normal course, receive
a one-year, terminal contract to close out or transfer outstanding cases in an orderly fashion.

4. Promotion to the Rank of Clinical Professor

The candidate for promotion to clinical professor should have demonstrated both
continued qualification for reappointment to associate clinical professor and substantial
contributions to the academic or professional legal community that establish widespread
recognition for excellence in the field. Such contributions may be demonstrated through
successful leadership in working, preferably with students, on significant efforts to improve
our laws or legal institutions; the publication of substantial scholarly articles or their equivalent
related to a substantive area of law, clinical education, or an improvement to the system of
justice or the legal profession; or comparable activities.

The University appoints a clinical professor for a presumptively renewable, five-year
term.

5. Reappointment as Clinical Professor

Subject to the rule in part IV.A.6 for the reappointment of the director of the Legal Aid
Clinic, the FPC shall recommend another presumptively renewable, five-year term if the FPC,
applying a presumption in favor of reappointment, concludes that the faculty member
continues to meet the criteria for promotion to clinical professor. Any clinical professor who is not reappointed in the normal course should receive a one-year, terminal contract to close out or transfer outstanding cases in an orderly fashion.

6. Reappointment of the Director of the Legal Aid Clinic

In addition to the above requirements, the reappointment of the director of the Legal Aid Clinic is contingent upon continuing satisfactory performance as director. If the director is not reappointed as director, his or her continuing status on the clinical faculty will be considered on a case-by-case basis by the dean after consultation with the FPC.

B. Procedures Governing Annual Reviews and Reappointment and Promotion Decisions

1. Annual Review Procedures

The FPC shall conduct an annual review as to the progress of each associate clinical professor. When a faculty member is being considered for a University-level decision as to reappointment or promotion, that consideration replaces the annual review process.

a. Faculty Member’s Responsibilities

Upon solicitation by the FPC under part IV.B.1.b, the faculty member shall submit a current curriculum vitae. The faculty member should submit any other material relevant to the FPC’s evaluation of the faculty member’s teaching, professional activities, and service since the last annual review. Such material should include any completed writings or works-in-progress, including scholarly articles, briefs, case studies, assessment tools, or other material, reflecting major legal arguments or significant efforts addressed to legal reform, a substantive area of law, or the methods of clinical legal education.

Evaluation of the faculty member’s teaching will address course design and content, including selection of teaching materials and actual or simulated cases; delivery and implementation, including instruction in classroom settings and in clinical fieldwork, consideration of ethical issues in legal practice, and supervision of students’ casework and writing; evaluation of student work; and student perceptions. Evaluation of the candidate’s professional activities will address major legal arguments, scholarly articles, or other significant efforts addressed to legal reform or the improvement of legal institutions; a substantive area of law; or the methods of clinical legal education. Accordingly, the faculty member should submit any material that the faculty member believes will assist in the FPC’s evaluation of these elements, including course syllabi, other course materials prepared to aid students, and copies of final examinations; and scholarly articles, briefs, published or widely used case or pedagogical studies, or innovative assessment tools.

b. Committee’s Responsibilities

The FPC shall solicit relevant materials for consideration in the annual review, giving the faculty member at least one month to respond. When the faculty member’s submission
includes scholarship not previously submitted, the FPC ordinarily will arrange reviews by
members of the FPC or other members of the tenured faculty. Each academic year the FPC
ordinarily will arrange up to two class observations by members of the FPC, other members of
the tenured faculty, or the director of the clinic. In arranging class observations in connection
with annual reviews, the FPC will select courses with a view toward developing, over time, a
comprehensive picture of the faculty member’s contributions in varied settings (for example, in
required clinical courses, including both lecture and small-group components, and in any
substantive non-clinical courses the faculty member may offer).

The FPC shall ask the director of the clinic to provide a written evaluation of the
candidate’s clinical teaching, professional activities, and service.

Following completion of the annual review conducted by the FPC, the vice chair of the
FPC shall summarize the FPC’s review in a letter to the faculty member and meet with the
faculty member to discuss the review.

2. Reappointment Procedures

In the final academic year of an initial or subsequent appointment of an associate
clinical professor, a University-level decision must be made as to whether the faculty member
has made substantial progress towards the clinical professor standards, thus warranting
appointment to another three-year term. During the reappointment year, the FPC shall evaluate
the faculty member’s teaching, professional activities, and service and make a recommendation
to the dean, for transmission to the Provost, as to whether the candidate has made such
progress.

a. Candidate’s Responsibilities

Upon solicitation by the FPC under part IV.B.2.b, the candidate shall submit the
required University Form P (or such similar form as the Provost may require), including a
detailed statement concerning the candidate’s teaching, professional activities, and service, and
a curriculum vitae. The candidate should submit any other material relevant to the FPC’s
deliberations with respect to reappointment. Such material should include any completed
writings or works-in-progress, including scholarly articles, briefs, case studies, assessment
tools, or other material, reflecting major legal arguments or significant efforts addressed to
legal reform, a substantive area of law, or the methods of clinical legal education.

Evaluation of the candidate’s teaching will address course design and content,
including selection of teaching materials and actual or simulated cases; delivery and
implementation, including instruction in classroom settings and in clinical fieldwork,
consideration of ethical issues in legal practice, and supervision of students’ casework and
writing; evaluation of student work; and student perceptions. Evaluation of the candidate’s
professional activities will address major legal arguments, scholarly articles, or other
significant efforts addressed to legal reform or the improvement of legal institutions; a
substantive area of law; or the methods of clinical legal education. Accordingly, the candidate
should submit any material that he or she believes will assist in the FPC’s evaluation of these
elements, including course syllabi, other course materials prepared to aid students, and copies
of final examinations; and scholarly articles, briefs, published or widely used case or pedagogical studies, or innovative assessment tools.

b. Committee’s Responsibilities

The FPC shall solicit relevant materials for consideration of reappointment, giving the candidate at least one month to respond. Where appropriate, the FPC shall arrange class observations and scholarship reviews to supplement those that have previously occurred. The FPC shall send memoranda to faculty and students soliciting relevant information concerning reappointment, and the FPC shall consider such information in its deliberations. The FPC shall ask the director of the clinic to provide a written evaluation of the candidate’s clinical teaching, professional activities, and service, and the candidate’s progress toward the requirements for promotion to the rank of clinical professor.

The FPC shall prepare a written report to the Office of the Provost concerning the trajectory of the candidate’s teaching, professional activities, and service, including a recommendation whether the candidate should be reappointed for an additional three-year period. The reasons for the FPC’s recommendation shall be stated clearly and candidly, and in reasonable detail, with specific reference to the evidence and inferences upon which the FPC relied. The report shall be signed by each member of the FPC and shall indicate the numerical vote of the FPC.

c. Dean’s Responsibilities

The dean shall prepare a letter to the Office of the Provost containing the dean’s personal recommendation and reasons as to whether the faculty member should be reappointed for an additional three-year period. The letter shall contain detailed reasons as well as conclusions. In making the recommendation, the dean shall take into account the recommendation of the FPC as well as the dean’s own knowledge and review of the candidate’s file.

The dean shall forward that letter and all other materials to the Office of the Provost. If the dean’s recommendation is contrary to that of the FPC, he or she shall consult formally with the FPC and shall forward an account of that consultation with the rest of the file to the Office of the Provost.

Whenever a recommendation by the FPC is not accepted by the Provost or the President, the reasons for such nonacceptance shall be conveyed to the FPC through the dean. Whenever the ultimate decision concerning reappointment is negative, the dean, upon request of the faculty member, shall convey the reasons for the negative decision to the faculty member in writing. In other cases, after completion of the University review procedure, the dean shall convey the essence of the FPC and University-level evaluations in writing so as to guide the faculty member’s future development.
3. Promotion and Reappointment to the Rank of Clinical Professor

The decision to promote an associate clinical professor to clinical professor is a University-level decision. Generally at the beginning of the final year of the second three-year appointment or at any time during a subsequent three-year reappointment period, an associate clinical professor may request, or the FPC may invite the faculty member to request, promotion to clinical professor. In the event that a faculty member wishes to seek promotion to full clinical professor, the candidate shall provide notice to the FPC of his or her intent to do so no later than July 15 preceding the start of classes for that academic year in which the faculty member wishes consideration to begin. The procedures for promotion to the rank of clinical professor shall otherwise be in general accordance with the reappointment procedures set forth in IV.B.2, except that the relevant question shall be whether the faculty member has met the standards for promotion to clinical professor, rather than the reappointment standards.

In the final year of an appointment as clinical professor, a University-level decision must be made as to whether the faculty member, in accordance with part IV.A.5, continues to meet the criteria for promotion to clinical professor. The procedures for reappointment to the rank of clinical professor shall be the same as the reappointment procedures set forth in part IV.B.2, except that, in their deliberations, the FPC, the dean, and the Office of the Provost shall apply a presumption in favor of reappointment.

V. Amendment

A. Committee Structure

Parts I and II may be amended by adopting a new organization plan approved by the dean and by a majority vote of the faculty at a meeting called for that purpose.

B. Other Amendments

Parts III and IV may be amended by a majority vote of the faculty and approval of the dean, except that the FPC may amend part III.B, Teaching and Research Faculty: Procedures Governing Annual Reviews and Reappointment, Tenure, and Promotion Decisions, and part IV.B, Clinical Faculty: Procedures Governing Annual Reviews and Reappointment and Promotion Decisions, to bring those procedures into conformity with University guidelines.