

AALS Sabbatical Evaluation Questionnaire

LAW SCHOOL NAME _____ DATE _____

This questionnaire seeks information relevant to AALS core values that will assist the AALS reporter, Membership Review Committee, and Executive Committee in the membership review process. Twenty (20) days before the site visit, send the reporter and AALS both a hard copy of your response and a CD (or USB flash drive) containing an electronic copy (send the AALS copy to: Membership Review, Suite 800, 1201 Connecticut Ave. NW, Washington, DC 20036). You are welcome to send your electronic copy via e-mail attachment to the reporter and to the AALS at membershipreview@aals.org, but this method is less secure than sending a CD or USB flash drive.

Faculty Scholarship -- Bylaw 6-1.b(ii):

Give number of current full-time tenured and tenure-track faculty _____ and complete the following chart:

Types of scholarly publications	Number of full-time tenured or tenure-track faculty publishing each type during the 3 preceding academic years	Number of each type published by total full-time tenured or tenure-track faculty during the 3 preceding academic years
Law review articles		
Books		
Book chapters		
Other scholarly publications		

Please complete the attached faculty profile; this will be Appendix A. In addition, please separately list the faculty who in the last five years (1) have been appointed to your faculty and (2) have retired or resigned from your faculty, indicating the gender and race of each faculty member listed. This should be Appendix B

Student Demographics -- Bylaw 6-1.b(v):

Complete the attached Excel document on the student body. This should be Appendix C.

Attrition Data -- Bylaw 6-1.b(v):

Please attach a copy of the pages of the current year ABA Annual Questionnaire [titled "Attrition"] showing the number and percent of students who left school for academic or other reasons (Enrollment, Section 4 Attrition). This should be Appendix D.

Staff Diversity-- Bylaws 6-1.b(iv) and 6-3(c):

Please report on the gender and ethnicity of all employees who are classified as exempt staff as defined by the Fair Labor Standards Act. Do not include employees who teach or hold faculty rank. Complete the following chart (add rows as needed). This should be Appendix E.

Title (do not include names)	Gender	Ethnicity

AALS Sabbatical Evaluation Questionnaire

Use of Adjunct Faculty -- Bylaw 6-1.b(i):

AALS Bylaw 6-4.d requires that “In each division of a member school’s program, each student shall have the opportunity to obtain substantially all of his or her instruction leading to the Juris Doctor degree from the school’s full-time faculty.” Executive Committee Regulation 6-4.1 states “A member school demonstrates compliance with Bylaw 6-4.d if in each division of its program, the school’s full-time faculty offer at least two-thirds of the credit hours or student-contact hours leading to the J.D. degree.” The “Adjunct Usage” chart found below is designed to help schools demonstrate compliance with Bylaw 6-4.d and ECR 6-4.1. However, many schools will not find it necessary to fill out this chart. These instructions will help you determine whether it is necessary to fill out the “Adjunct Usage” chart.

1. Review the “Course Hours Summary” chart produced as part of the Site Evaluation Questionnaire (SEQ). This chart reports the courses and credit hours taught by full-time and part-time faculty in the full-time and part-time divisions.
2. If the credit hours data on the “Course Hours Summary” chart shows that no more than 1/3rd of the credit hours (not “courses”) in each division of each regular term (excluding limited program summer terms) are taught by part-time faculty, you need not fill out the below “Adjunct Usage” chart. Please attach a copy of the SEQ “Course Hours Summary” chart instead. **This should be Appendix F**
3. If the SEQ chart shows that more than 1/3rd of the credit hours (not “courses”) in any division of any regular term are taught by part-time faculty, you must fill out columns one and two of the “Adjunct Usage” chart to show compliance with Bylaw 6-4.d in each division (if you have multiple divisions), or whichever column is appropriate if you have a single division program. Note that this chart requests contact hour data, unlike the SEQ chart, which reports course and credit hour data. In general, contact hour data tends to be more favorable to the school than credit hour data. **Note:** If you are completing the “Adjunct Usage” chart below, please complete a separate chart for each of the three most recent regular terms for which data is available.

Adjunct Usage Chart	Full-time Division	Part-time Division(s) or Program(s)*
_____ Term _____ Year	(1) Number & Percent of Student Contact Hours	(2) Number & Percent of Student Contact Hours
Full-time Faculty		
Deans, Librarians & Administrators		
Part-time Faculty		
TOTAL		

Definitions:

1. The number of "academic credit hours" in a semester is defined as the total of course credits for all courses offered in that semester.
2. The number of student contact hours is defined as the number of academic credit hours multiplied by the number of students enrolled in each course.

* If the school has multiple part-time divisions or programs, a separate usage chart should be filled out for each.

AALS Sabbatical Evaluation Questionnaire

Nondiscrimination Policies – Bylaws 6-1.b (iv) and (v):

1. Does the school have a written policy complying with Bylaw 6-3(a) (nondiscrimination in internal matters including applicants, students, staff and faculty)? _____ (Please attach copies of such policy as it appears in all printed and online communications, e.g., admissions materials, school promotional documents.) This should be Appendix G.
2. Does the school require all employers (other than the U.S. armed services) receiving any form of placement assistance to give oral or written assurances of compliance with a written policy conforming to the requirements of Bylaw 6-3.b? _____ (Please attach copies of the policy and other relevant documents used in obtaining assurances) This should be Appendix H.
3. Are employers (other than the U.S. armed services) who in fact discriminate on the basis of sexual orientation permitted to receive any form of placement assistance? _____ If yes, please explain. This should be Appendix I.
4. If military employers receive any form of placement assistance, does the school notify the entire law school community of the inconsistency between military practices and the school's Bylaw 6-3.b nondiscrimination policy? _____ (Please provide a sample of any communication and explain where and how it reaches the law school community (e.g. posting; email; letter.) This should be Appendix J.
5. Please describe the additional steps taken by the school to ameliorate the negative effect of the accommodation made to military employers and make the law school a more welcoming environment for all students, including gays and lesbians. This should be Appendix K.

Appendices to Completed Questionnaire

- A. Faculty Profile (please complete attached chart)
- B. Faculty Profile and list of faculty who were appointed and have retired or resigned in past 5 years
- C. Student Demographics (see Excel document)
- D. Attrition Date
- E. Exempt Non-teaching Staff Demographics
- F. Course Hour Summary
- G. Nondiscrimination Policy
- H. Employers Assurance of Nondiscrimination
- I. If applicable
- J. Communication to law school community about military use of career services
- K. Efforts to make the law school a welcoming environment for all students

Note to AALS staff: email the Excel sheet for student demographics

August 2011 revision

n:\aals quest\ aals sabbatical questionnaire.docx

