



## Procedures for Obtaining Membership in the Association

### INTRODUCTION

The Association of American Law Schools is, as its name states, an association of law schools. This memorandum describes the procedures to be followed in seeking membership in the AALS. Membership signifies that a law school has met the rigorous requirements specified in the AALS Bylaws and Executive Committee Regulations.

The criteria for admission to membership are found primarily in Article 6 of the Bylaws and related Executive Committee Regulations. Article 2-2 of the Bylaws relate to the Qualifications for Membership. Enclosed is a document with the membership requirements.

Chapter Seven of the Executive Committee Regulations outlines the procedures for admission and provides in part:

#### **7.1 Application for Membership**

**a. Time for Making Application.** *A law school seeking membership shall at least 21 months before the annual meeting at which it seeks to have its application for membership considered by the House of Representatives notify the Executive Director of its intention to file an application, 13 months before that annual meeting it shall file a notice of readiness, and at least eleven months before that annual meeting shall file its application for membership.*

**b. When a School is Eligible to be Admitted.** *A law school may not be admitted to membership in the Association until it has offered five years of instruction and has graduated its third class.*

**c. Application Fee -- Site Evaluation Expenses.** *An applicant for membership in the Association shall upon making application pay an application fee of \$20,000.00. The applicant school shall also reimburse each member of the team who inspects the school in connection with the application for all expenses reasonably incurred in making the site evaluation and preparing the site evaluation report and the member of the site evaluation team designated to confer with the Membership Review Committee concerning the site evaluation for all expenses reasonably incurred in attending the conference with the Membership Review Committee.*

**d. Withdrawal of Application for Membership.** *A law school that has applied for membership may withdraw its application without prejudice at any time before a final decision on its application is made by the Executive Committee. A law school that withdraws its*

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*application for membership after an Executive Committee decision to deny the application shall not be permitted to renew its application or file a new application until 24 months thereafter.*

The process leading to membership in the Association of American Law Schools begins with informal discussions by the dean and other representatives of the interested law school with the Executive Director. It ends when the House of Representatives acts at the AALS' Annual Meeting on the recommendation of the Executive Committee that the school be admitted to membership. The procedures outlined here and the timetable prescribed are designed to assure the applying school that there is adequate time for a careful and thorough consideration of its application, and to assure the AALS that orderly and adequate procedures are employed in admitting a school to membership.

Communications and inquiries should be addressed to the Executive Director. Informal consultations with the Executive Director are also welcomed.

### THE APPLICATION PROCESS

1. Self-Study. A law school should complete a self-study before informing the Executive Director of the school's intention to apply for membership. Since there is no single way to conduct a successful self-study, specific criteria cannot be provided, although a few suggestions may be helpful. The self-study should state the goals that the law school has set for itself, identify and analyze the areas of the school's strengths and weaknesses in light of those goals, and relate the present and prospective resources to the stated objectives. The self-study should involve not only the dean but also a representative faculty committee, if not the entire faculty. Most schools will find that several months must be devoted to the task. Effective self-study reports are brief, candid, and realistic. The self study report should be submitted to the AALS and sent to the site evaluation team 13 months before the annual meeting at which a school wishes to have its application considered for membership acted upon, at the time that the Notice of Readiness is submitted to the AALS.

2. Consultant on Readiness. A school contemplating application for membership must appoint a consultant to advise it as to its readiness to make the application. To assure the school and the AALS that the consultant on readiness is qualified to give the required advice, the dean should confer with and obtain the written acquiescence of the Executive Director in advance of retaining the consultant. As a condition of acquiescence, the Executive Director will meet face-to-face with the consultant to review the AALS' membership requirements.

The requirement of a consultant on readiness serves the school's interest in avoiding the disappointments that can flow from a premature application and identifies areas possibly needing additional attention. The consultant may not be a person affiliated with the school, nor one whose association with the school or members of its administration or faculty may impair his or her capacity to provide objective, candid, and fair advice. The consultant should be someone having substantial experience in legal education, with the AALS, and with one of its member schools. The consultant should be conversant with the AALS' requirements for membership. The consultant is expected to inform himself or herself thoroughly of the school's condition, by

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visit and otherwise, and to advise the school of possible deficiencies. The school should expect to compensate the consultant for his or her services. It must be stressed, however, that the consultant is the law school's and not the AALS'; consequently, the consultant's report is made to the dean and not to the AALS. A separate memorandum describes the responsibilities of the consultant on readiness.

3. Notice of Intention to Apply for Membership. At least 21 months before the annual meeting at which a school wishes to have its application for membership acted upon, and after the consultant on readiness has informed the dean that the school is adequately prepared to pursue membership, the school should submit to the Executive Director a Notice of Intention to Apply in the form of a letter signed jointly by the president of the university (or chair of the Board) and the dean. The letter should state that: the president and dean are informed about the requirements of membership; the school has engaged a consultant on readiness and the AALS has acquiesced in the appointment of this consultant; and the consultant has advised the school either that it qualifies for membership or the consultant expects it will be qualified at least 13 months before the annual meeting at which it will be considered. The letter should also request that the AALS take steps necessary to admit the school to membership. The dean will be furnished with the membership application questionnaire. The dean and the Executive Director should at this point review in some detail the procedures for processing the school's application for membership and the schedule for meetings of the AALS' Membership Review Committee, Executive Committee, and House of Representatives.

4. Notice of Readiness for Membership. At least 13 months before the annual meeting at which a school wishes to have its application considered for membership acted upon, the school should submit to the Executive Director a Notice of Readiness in the form of a letter signed jointly by the president of the university (or chair of the Board) and the dean. The Notice of Readiness should state that the school is familiar with the AALS membership requirements, and that both the school and the consultant on readiness believe that the school now fully complies with all AALS membership requirements. Attached to the Notice of Readiness should be a letter from the consultant to the dean stating that he or she believes that the school now fully complies with all AALS membership requirements. If the school or the consultant believe that the school is not completely ready at this time, the AALS will not go forward with the planned site visit. The self study report is to be submitted to the AALS and sent to the site evaluators at this time.

Four copies of the site evaluation questionnaire and the school's self study should be sent to the AALS office at this time. However, if you can supply the questionnaire, self study and *all* attachments in electronic format, the AALS office needs only two hard copies.

5. Application for Membership. An applicant school that has submitted a timely Notice of Readiness (referred to in 4, above wherein both the school and the consultant on readiness state that they believe that the school fully complies with all AALS membership requirements) shall also submit a formal Application for Membership at least 11 months before the Annual Meeting at which the school wishes to have its application for membership acted upon. The application should be accompanied by the payment of the nonrefundable application fee as provided in Executive Committee Regulation 7.1.

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6. Scheduling the Site Evaluation. The on-site evaluation of the school is made during the spring term. After the intention to apply for membership is submitted, the dean and the Executive Director should confer about the times most appropriate for the visit. It is essential that the visiting team have an opportunity during its visit to confer with the president. Thus the visit must be scheduled at a time congenial to both the president's and the dean's calendar. The conventional time for the visit is from Sunday afternoon until early Wednesday afternoon at a time when classes are in session. The team's visit generally begins with a Sunday dinner conference with the dean and concludes with a Wednesday morning or Wednesday luncheon conference with the president, dean, and any other university officials whom the president may invite. On occasion, visits are scheduled for Tuesday evening until Friday afternoon and, rarely, from Wednesday evening until Saturday noon.

7. Information Furnished to the Team. The dean should furnish each member of the visiting team with a copy of the AALS Membership Application Questionnaire and the school's self study and all accompanying documents **at least six weeks before** the visit. The self study should be sent to the site team with the Notice of Readiness, 13 months before the annual meeting at which a school wishes to have its application considered for membership acted upon

8. The Site Evaluation. The site evaluation team is usually comprised of five to seven members, including a dean, librarian, and a full-time law teacher. The applying school's program and organizational structure are considered in selecting the team. The dean and the chair of the site evaluation team will make the arrangements and will develop the schedule for the visit. The members of the team will submit their statement of expenses, including long-distance telephone charges incurred in making the site evaluation, to the dean, who will arrange to have these expenses reimbursed promptly. This is in addition to the application fee paid to AALS under Executive Committee Regulation 7.1. A separate memorandum contains suggestions for the conduct of the site evaluation.

9. Site Evaluation Report. The team will promptly prepare a comprehensive report setting out its factual findings with respect to the different aspects of the school's administration and program. The team does not make any conclusions about compliance with membership standards and does not recommend whether the school should be admitted to membership. When the team has completed its draft, the report will be submitted to this office for mailing to the dean and president for review. They are expected to report promptly any errors of fact they may identify. Appropriate corrections will then be made before the report is duplicated and distributed to the Membership Review and Executive Committees. The report should be completed by early summer.

10. Consideration by the Membership Review Committee. The Executive Director will transmit to the members of the Membership Review Committee copies of the report and any supplementary material provided by the dean, and the application for membership will be placed on the committee's agenda for its fall meeting. The meeting is usually held in early fall, and the dean and president are expected to meet with the committee in the AALS' office. If the dean or president are not able to attend, they should inform the Executive Director how they may be

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reached by telephone on the day of the meeting so that clarifications can be sought as needed. The chair of the site evaluation team or a designated team member will attend the meeting so that committee members may question a member of the team directly concerning any matters about which they want further information. Executive Committee Regulation 7.1(c) provides that the applicant school shall reimburse this team member for the expenses incurred in attending this meeting.

11. Membership Review Committee's Report to the Executive Committee. The Membership Review Committee will advise the Executive Committee whether or not it considers the application ready for action and, if so, what action it recommends. If the recommendation is not favorable to admission, the Membership Review Committee shall state the reasons for its reservations in writing. A copy of the recommendation will be supplied to the dean and the president.

12. Consideration by the Executive Committee. The recommendation of the Membership Review Committee will be placed on the agenda of the Executive Committee for its fall meeting, which is usually held in November. The chair of the Membership Review Committee presents its recommendations to the Executive Committee. The dean of the applying school is informed of the meeting. The dean of the law school is entitled to confer with the Executive Committee concerning the school's application for membership. After studying the report and hearing the presentations, the Executive Committee may determine to: (1) recommend to the House of Representatives that the school be admitted to membership; (2) refer the application back to the Membership Review Committee for inquiry or action, or (3) not recommend the school for membership at this time.

Enclosure: Membership Requirements

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