

# AALS SECTION CHAIRS PLANNING GUIDE FOR 2023 – 2024

Updated February 2023



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## Executive Summary

Congratulations on your new role as Chair or Chair-Elect of a Section of the Association of American Law Schools (AALS). You are joining a distinguished group of faculty and administrators who have served as past Section Chairs, many of whom have gone on to be leaders of AALS, their law schools, universities, and the nation.

Section programming and activities are the intellectual foundation of the Association. As a Section chair, you can help to shape AALS as a learned society and influence and enhance your scholarly field as well as the academic and professional lives of your members.

*Successful Sections fulfill four basic functions:*

1. Offer an outstanding program at the AALS Annual Meeting;
2. Use the Section discussion list and website to keep members informed and involved throughout the year by posting newsletters, links, teaching materials, and other documents helpful to members;
3. Host events outside the Annual Meeting, whether virtual or in-person, by putting together Section Socials, Webinars, or Works-in-Progress Sessions; and
4. Arrange for the election of new Section leadership.

As Chair, you have four corresponding basic duties: (1) establish and execute an effective schedule for planning the Annual Meeting program and securing speakers; (2) communicate with Section members throughout the year via the Section's discussion list, website, newsletters, and other media; (3) host events outside the Annual Meeting i.e., Webinars, Section Socials, Works-in-Progress Sessions; and (4) oversee the nomination and election of new Section leadership.

You can do much more beyond those basics. Remember your Section officers and members are a resource to help you. AALS staff are also dedicated to helping your Section thrive. Using your imagination and creativity, you can enhance excellence in your field through the quality of the programs you organize, through your success in recruiting new faculty to join in the work of the Section, and by seeking feedback and suggestions from members.

## Annual Meeting Activities

The AALS Annual Meeting is generally the highest-visibility interaction your Section will have each year. Sections are encouraged to host not only a main program for attendees, but also additional programming for junior faculty. AALS offer two types of programs specifically designed for new law teachers: “Works-in-Progress for New Law School Teachers Programs” and a “Pedagogy for New Law Teachers Programs.” Opting to hold a Works-in-Progress Program, Pedagogy Program, or both does not count against the Section in terms of scheduling preference for your main program. At the 2023 Annual Meeting, 35 Sections held Works-in-Progress sessions and 22 Sections held a program on pedagogy for new law teachers. We hope to see even more programming for junior faculty at the 2024 Annual Meeting.

*Suggestions from what successful Sections have done to maximize their Annual Meeting programming and activities include:*

- Establish an award to recognize outstanding faculty in your field.
- Hold a Call for Papers to select one or more speakers for your program. This can improve attendance, bring in new voices, and foster scholarship in your field.
- Recruit a high-profile speaker(s) from the Annual Meeting host city.
- Invite a speaker from practice or from a discipline other than law. AALS waives the registration fee for non-law school speakers and can also allocate up to \$900 per section for reimbursement of transportation and lodging costs for a non-law speaker. Requests for travel reimbursement funds are due in March and should be made at the same time you complete the preliminary program online submission form.
- Seek (via your Section’s discussion list or other methods) experienced faculty willing to mentor new teachers in the field and match them up to meet at the Annual Meeting or virtually.
- Hold a “Joint” program with another Section.
- Hold an informal networking event in addition to or as part of your regular program that enables new and more experienced teachers to meet and develop possible scholarly collaborations.
- Plan informal social gatherings for Section members outside the Annual Meeting hotels, at a nearby restaurant or coffee shop.
- Arrange with local law schools, firms, or companies to host a breakfast or reception for Section members.

*Important logistical information to keep in mind as you plan your Annual Meeting programming and activities:*

- Audio visual equipment (microphones and a projector & screen) will be provided for each Section program. Laptops are not provided.
- You may choose between an in-person business meeting at the Annual Meeting or holding a virtual election prior to the Annual Meeting to select next year’s leadership.
- The theme for the 2024 Annual Meeting selected by President-Elect Mark Alexander is “Defending Democracy”. Sections do not need to adhere to this topic but are encouraged to use it as inspiration.

## Engaging New Members

Joining Sections has never been easier. The revamped webpage at [aals.org/sections/join](https://aals.org/sections/join) enables faculty and staff to join any number of Sections in just seconds by checking the corresponding boxes. As your Section membership grows, it is important to be visible as leadership and to welcome new faculty and staff into the community. You will receive a monthly email from AALS detailing the new members who have joined your Section. We encourage every section to send welcome emails to those who join, please refer to the [model for welcoming new members](#).

## Year-round Activities

Engaging your membership throughout the year is just as important as organizing a great Annual Meeting program. Many resources are available to help you make the most of your time as Chair, including past AALS Connect Issues highlighting Sections, guides on how to put on a Section webinar or Socials, templates for creating a Section newsletter, and information on mentorship programs can be found on the [Section Officer Resources page](#).

*We encourage you to devise the best way to engage Section members and enhance their scholarly and professional lives. You might consider the following activities during your time as Chair:*

- Produce a series of webinars focused on important issues in your field. AALS has a Zoom account which we can provide to assist in this effort.
- Develop a mentoring program. Ask via your discussion list for experienced teachers willing to mentor new teachers in the field throughout the year.
- Host a Section Social for new and existing faculty within your field.
- Produce a Works-in-Progress workshop to assist junior faculty with their scholarship.
- Maintain continuity: Recruit a talented executive committee to educate and train future officers of the Section.
- Use AALS Section discussion lists to communicate with members (Note that as a nonprofit, AALS discussion lists may not be used for electioneering purposes, and any references to support or opposition to political candidates are expressly disallowed).
- Send teaching materials and other relevant Section resources to AALS for posting on the Section webpages.

## Electing New Section Leadership

As leader of a Section, your final responsibility is to arrange for the election of next year's leadership. Sections have a choice between an in-person business meeting at the Annual Meeting or holding a virtual election prior to the meeting to elect next year's board. Sections should enlist at least 5 members to serve on the board: The Chair, Chair-Elect, and at least 3 additional committee members. For more details on board requirements, please review a copy of your Section bylaws found on your Section's member-only page. Please also refer to the [Section Officer Election Reminder](#) tip sheet.

AALS wishes you an interesting and productive year—and again, thank you for your willingness to lead your Section. We look forward to working with you in the coming months.

For more information, please see the following appendices:

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## Appendix A

### AALS OFFICE AND STAFF

#### **Association of American Law Schools**

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<http://www.aals.org>

#### **Judith Areen**, AALS Executive Director

E-mail: [jareen@aals.org](mailto:jareen@aals.org) / Phone: 202.296.1526

- Matters Requiring Action by Executive Committee or the President
- Questions on Executive Committee Regulations

#### **Tracie L. Thomas**, AALS Director of Meetings & Section Services

E-mail: [tthomas@aals.org](mailto:tthomas@aals.org) / Phone: 202.296.4756

- Arranging Section Field Trips or Service Projects at Annual Meeting
- Annual Meeting Questions

#### **Mary E. Cullen**, AALS Associate Director of Meetings

E-mail: [mcullen@aals.org](mailto:mcullen@aals.org) / Phone: 202.296.4755

- Annual Meeting Non-Law School Speaker Travel Questions
- Audio Visual Equipment Needs for the Annual Meeting

#### **Clarissa Ortiz**, AALS Associate Director of Section Services

E-mail: [cortiz@aals.org](mailto:cortiz@aals.org) / Phone: 202.683.4045

- Main Point of Contact for General Section Inquiries
- Name and Address Changes of Section Officers
- Annual Meeting Questions

#### **Shannon Leonard**, AALS Section Events Coordinator

E-mail: [sleonard@aals.org](mailto:sleonard@aals.org) / Phone: 202.296.3218

- Section Socials, Webinars, Mentorship Programs
- Technical Questions about Discussion lists, Joining a Section, and Posting to Webpages
- General Section Inquiries
- Section e-Newsletter
- Surveys

## Appendix B

### DEADLINES FOR SECTION LEADERSHIP

- I. **April 21, 2023 – Submit Preliminary Program and Travel Reimbursement Request**
  - Please use the Preliminary Program online submission form to request time slots for the 2024 Annual Meeting (including optional programs directed at new law teachers). Indicate if your Section is holding a Joint or Co-Sponsored program, a Call for Papers, or publishing in an academic law journal. If you are planning to invite a non-law school speaker and requesting travel reimbursement funding, inform us using the online form.
- II. **July 14, 2023 – Submit Mid-Year Section Check-in**
  - Please use the online submission form to let AALS know how your Section is doing, what events your Section has put on thus far, and what you have planned for the remainder of the year.
- III. **August 11, 2023 – Submit Final Program Information**
  - Please use the Final Program Information online submission form to submit your moderator, speakers, and program description.
- IV. **September 22, 2023 – Submit Names of Call for Papers Presenters**
  - Provide names of presenter(s) selected from Call for Papers; and presenters and commentators for Works-in-Progress.
- V. **September 29, 2023 – Submit Names of Section Award Winners**

Provide the names of Section Award Winners using the online submission form. The form will also ask for the winner's email address, faculty page, headshot, and why they were selected for the award.
- VI. **October 6, 2023 – Submit Nominations for the AALS Section of the Year Award**
- VII. **January 12, 2024 – Submit Names of Section Officers**
  - Please use the online submission form to provide the names of the new Chair, Chair-Elect, Co-Chairs, Secretary, Treasurer, and three Executive Committee Members.
- VIII. **January 26, 2024 – Submit Outgoing Chair Survey**
  - Please use the online submission form to tell us about your experience as Section Chair. AALS is dedicated to helping our Sections succeed and that starts with learning from your feedback.

## Appendix C

### SECTION OFFICER RESOURCES

In addition to the information found in this guide, AALS provides important tips and other resources for Section leaders on the [AALS Section Officer Resources page](#). This page houses important resources such as:

#### Executive Committee Regulations

Certain AALS Regulations govern Sections. Find answers to any questions regarding section membership eligibility, bylaw requirements, board regulations, and more.

#### Section Webpages and Discussion Lists

Information on the two types of Section Pages AALS has and how to use them. Directions on how to update notification settings.

#### Section Events

Information on hosting Webinars and Section Socials. PowerPoint Templates to make connecting with your Section Members simpler.

#### Section Awards

Information on hosting Webinars and Section Socials. PowerPoint Templates to make connecting with your Section Members simpler.

#### Submission Forms

Whether you need to submit your request for a Webinar or Section Social, list of Section officers for the new year, annual meeting program details, or information for a Section award, all the forms you need will be posted online.

#### Section Newsletter Template

Starting a Section newsletter has never been easier. Download the editable template on the resources page to get started!

#### Tips

Leadership Tip Sheet, Best Practices for Virtual Section Elections, and more.

*Online resources are continually updated and expanded to assist Sections in your efforts to keep an engaged community year-round.*



## Appendix D

### SECTION WEBPAGES AND ONLINE COMMUNITY

All AALS Sections have two important pages for communication: a public-facing Section webpage, and a member-only page.

#### Public-Facing Section Webpage

Public-Facing Section webpages on the AALS Website can be accessed by anyone – members and non-members. Sections can request to list Purpose Statements and Welcome Messages; Section Bylaws; Annual Meeting Program Information; Calls for Papers; Upcoming Networking Events; Webinars and Webinar Replays; Newsletters; Awards; and Resources.

All public facing information must be approved by AALS staff. The process for submitting public web content can be outlined as follows:

- IX. Section leaders confirm the materials they are submitting are in accordance with the core values of AALS. Political commentary, electioneering and other information that do not relate to law teaching are examples of content that should not be posted.
- X. Section leaders submit materials to [sections@aals.org](mailto:sections@aals.org), and specify whether they would like it placed on the member-only page or on the public facing page of the Section site.
- XI. Allow about one week for AALS to review the submitted content and post it on the desired webpage.

*Our goal in adding these resources is to develop more inviting, useful and relevant Sections pages that benefit faculty and their scholarly community.*

#### Member-Only Section Webpages – Higher Logic’s Connected Community Platform

AALS Section Members can access the Member-Only Section Webpages at [connect.aals.org/](https://connect.aals.org/) by logging in with their AALS credentials. This is an easy-to-use online community software and makes member engagement easier. With Higher Logic Thrive Community, members will: Receive a personalized member experience and peer-to-peer connections, network with an easy-to-use community platform, and get the content they care about most. A platform overview can be accessed [here](#).

*Note: Member-Only pages are to be updated by Section Officers while Public Facing Section Pages are updated by AALS Staff.*

## What can I do on a Member-Only Section Page?

- Create a Profile
- Add a Discussion List post for all Members of the Section
- Add Files
- View Members of the Section
- Add Events
- Add a Survey / View Community Surveys
- Add a Poll / View Community Polls
- Edit Links

## What are Discussion Lists?

Discussion Lists are two-way communication lists, enabling members to ask questions of other members of your section. Section Leadership may post to the Discussion List at any time to keep members informed and involved throughout the year by posting newsletters, links, events, and teaching materials.

## Using the Section Discussion Lists

Section members may post to discussion lists or share files by either: sending an email to a discussion list address unique to the Section; logging in to the individual Section website and posting directly to the site; logging into the Connected Community mobile app, or, by simply replying to a Discussion List email thread that has already been created.

## Understanding Seed Questions

The purpose of a seed question is to encourage engagement and reduce the social barriers of joining in on the discussion. Section members are much more likely to post for the first time (and regularly thereafter) if they see steady engagement in the community.

Depending on the topic of your community, it is not unlikely to see the same topic posted multiple times in the same community. This will cause your members to fatigue on a topic and you'll see a decline in participation. Seed questions are a great way to ensure your discussions are diverse in nature.

Here are some tips:

- *Make sure you have a healthy mix of different types of seed questions (ie: open, closed, specific, and hypothetical).* Closed and specific questions are great at driving engagement among first time members since they have more succinct answers and there's less of a fear of being "wrong". Open and hypothetical are great for keeping more veteran community members interested and engaged. A healthy mix of all four types will keep your community up and running!

- *Use the different types of questions to generate a broad range of discussions (ie: status boosting, informational, and bonding).* Informational discussions are a great way to get people in the door and status boosting provides an avenue for your members to share their expertise. Bonding discussions see the most engagement by far, so they are great for a quick pick-me-up in engagement.
- *A good seed question tells a story and has personality—it's more than a one-liner!* A great seed question is carefully crafted to tell a relatable story that makes people want to answer. A little bit of context and a splash of personality goes a long way to keep it from sounding like a planted question.

### Updating your Notification Settings

All users have the capability to [manage their individual notification settings](#) on the Higher Logic Connected Community platform. Once logged in to the platform, select your profile circle in the top right corner. Under the “My Account” dropdown, select “Group Notifications” to consolidate emails. To opt out of emails, use the “My Account” dropdown and select “Email Preferences” and toggle the switch to No on email options. More information on community and discussion notifications can be found [here](#).

### Terms of Use for Section Discussion Lists

Each Association of American Law Schools (AALS) Section discussion list is a forum for the exchange of points of view. Opinions expressed on a Section discussion list do not necessarily represent the views of that Section or of AALS.

Your use of the AALS Section discussion list is subject to the terms and conditions set forth below and to all applicable laws and regulations. AALS may update the Terms of Use from time to time. By accessing or posting on an AALS discussion list, you agree to these Terms of Use.

AALS reserves the right to bar participation on Section discussion list for violations of these Terms of Use. Please be sure to read the Terms of Use for Section Discussion Lists [here](#).

*If you have any technical questions about the communication platform, contact [support@aals.org](mailto:support@aals.org).*

## Appendix E

### SECTION SOCIALS

#### What is a Section Social?

Section Socials are informal networking events for members of AALS Sections. The goal of Section Socials is to catch up with colleagues and to get to know the members of your Section better.

#### How do I sign my Section up for one?

If you are thinking about hosting a Social, you may either fill out the Submission form on the [AALS Section Social page](#) under the Sections Tab. We ask you please let AALS know 2-3 weeks in advance so we can create the registration page and you can market your Social Event to your members via Discussion List. The registration link to the event will be available on the Section Social Page. Typically, Socials are 60 minutes, but can be longer. We recommend hosting the socials Monday – Thursday, after 1:00 PM ET to accommodate most time zones.

**Registration:** Registration is required for attendees. AALS will send you an update on the registration count periodically.

**Day of:** The day of the event, we ask that the host/moderator join the session 10 minutes prior to the event starting. AALS will help check your visual and audio to make sure you look and sound great and answer any last-minute questions. We will make you co-host and anyone else you would like to include. An AALS Staff member will be available throughout the session should you need technical support.

**Breakouts:** You can have breakouts – AALS will need to know how many and if you would like the attendees randomly picked for the rooms.

**Polls:** You can have polls during the Social. Please let AALS know in advance the polling questions you would like to ask and the list of possible answers.

#### What to expect:

Typically, about half the individuals that register attend the event. The more frequently you host these events, the more attendees will register and show up. During the session, you can welcome new members, let them know what is going on with the Section, if there are any upcoming webinars/deadlines, or call for papers. You can use the chat feature to post links to your Section Page, the Annual Meeting page, etc. AALS Staff will take several screenshots/photos of the event if you give approval, and post on the Social Page.

Again, we want to create a space where members feel they can engage with other members of the Section and simply catch up and get to know each other better. Items discussed or brought up might encourage ideas for growth within the Section or even additional Social Events.

Following the Social, AALS will send you an email with the total number of registrants, the number of people who attended, the chat log, and any photos of the Social that were taken.

## Appendix F

### SECTION WEBINARS

#### Why should my Section host a webinar?

It is important to keep your Section members engaged throughout the year outside of Annual Meeting. Webinars serve as a gateway for the exchange of ideas and expertise across the legal education community. Hosting a webinar can demonstrate your leadership and expand your recognition and exposure within the legal education industry.

#### Who do I get in contact with to schedule a Section webinar?

To host a Section Webinar, please fill out the Submission Form under Section Webinars on the AALS [Section Officer Resources Page](#). Once completed, AALS will contact you to schedule your Webinar.

#### What information is needed to host a webinar?

We will need the following information from you to host a webinar:

- The name of your Section
- Date, Time, and Length of the Webinar
- Webinar Title
- Description (150 words or less)
- Three Learning Objectives
- The moderator's name and email
- The names and emails of all Speakers/Panelists

#### What exactly do I have to do to create a webinar?

Other than providing the information detailed on above, AALS will manage and coordinate the execution of live webinars hosted by your Section. AALS Staff will: create a registration page for your webinar; create the webinar page on your Section Public Facing Webpage; post a webinar announcement to your Section Member page; host a webinar rehearsal for all panelists/guest speakers (*if requested*); provide technical support the day of the webinar; record the webinar; post the webinar replay on your Section's webpage following the event; and distribute a Webinar evaluation to all individuals who attended the live event (*if requested*).

#### How long are webinars normally and where will it take place?

Section Webinars vary in length; however, we recommend anywhere from 30 minutes to 60 minutes. All AALS Section Webinars will be administered through Zoom.

#### I would like to share slides during my webinar, does AALS have a template that I can use?

Yes, a Webinar PowerPoint Template is available on the [Section Officer Resources Page](#) under Section Events. The number of slides and layout can be modified to your preference, the one provided is a sample.

## Appendix G

### SECTION MENTORSHIP

#### What is a Section Mentoring?

AALS's mission is to uphold and advance excellence in legal education. We encourage all Section Leaders to consider our core values when planning for the upcoming year. This means fostering excellence in teaching and scholarship, improving the legal profession, and offering guidance to faculty in early stages of their careers. AALS recommends each Section develop a mechanism to connect mentors with mentees for career development, leadership skills, or broader technical abilities. Sections may put on Works-in-Progress for Junior Faculty, Speed Mentoring Sessions, or Match Mentors and Mentees for 1:1 Mentorship.

#### Beginning Steps for Sections Considering Starting a Mentorship Program

- Determine what mentoring style your Section would like to put on: *Traditional, Speed/Flash, or Works-in-Progress.*
- Determine what mentoring connection type you would like to have: *Mentor and Mentee (1:1), Peer-to-Peer, or Group.*
- Determine the mentoring duration: *Single Session, 1 Month, 12 Weeks, or 6 Months.*
- Answer the following questions:
  - o What do we want to achieve with this mentoring program?
  - o What problems are we hoping to address?
  - o What does success look like for participants and AALS?
  - o What metrics do we want to measure or achieve?

#### Mentor and Mentee (1:1) Mentoring Example

The Section on Criminal Law has a mentorship match program they do every year. At the beginning of each calendar year, Section leadership sends out a call to Section members for those early career professors who would like a mentor, and those more established members who would be willing to mentor.

The Section asks the mentees for the following information:

- a short (1-2 line) description of their scholarship;
- the names of any people already informally mentoring them;
- if they could choose someone as a mentor, who would it be (they can list up to 3 names and we are abundantly clear that we may not be able to match them with that person);
- when they go up for tenure; and
- if there are areas other than scholarship about which they would particularly like some guidance -- teaching, work/life balance, faculty politics, etc.

### Mentor and Mentee (1:1) Mentoring Example Cont.

The Section similarly asks the potential mentors to give a 1–2-line description of their scholarship and any areas outside of scholarship in which they feel they have particular expertise. Once the Section gets the list of names, they pair up the mentees with a mentor. If mentees have requested a particular mentor, they reach out to the people on their list to see if they are amenable/able to serve as a mentor. In our experience, about half the time, they are. If the mentee has not specifically requested someone, or they have but their requested mentor is not able to mentor them, they rely on the volunteers who have reached out indicating a willingness to mentor and do our best to match up by both scholarship area and the articulated areas in which the mentee would like guidance. After sending out an email regarding the pairings, the Section asks the mentors to be in touch with the mentees, and for the mentees to let the Section know if they don't hear from the mentors.

### Speed/Flash Mentoring Example

The Section's on Women in Legal Education and Balance in Well-Being in Legal Education both put on Speed Mentoring Sessions at Annual Meeting and throughout the year. If your Section is interested in hosting a speed mentoring session, here is how AALS Sections have done it in the past. The Section will have to ask for two types of volunteers, speed mentors and speed mentees – this can be achieved by sending a message via the AALS Discussion List. Typically, there is one group of “speed mentors” comprised of those with 7 or more years of experience. The second group of “speed mentees” will be those with less than 7 years of experience. Each mentor will be randomly paired with one mentee to begin, and then every 5-10 minutes, conversation partners will change in a designated order. The goal of this session is to facilitate connections between and among faculty across subject matters and viewpoints and to share experiences and new ideas. Speed Mentoring can be done via Zoom using breakout rooms. Sessions typically last 60 minutes and are not recorded. If you would like to host a session, please contact [Clarissa Ortiz](#).

### Works-in-Progress Example

The Section on Jurisprudence put on a Works-in-Progress (WIP) session outside of Annual Meeting. The goal of a WIP session is to provide authors with feedback, for the audience to get a quick overview of what people are working on and connect with each other as a community. If your Section is considering hosting a WIP outside of Annual Meeting here is an example of how to put one on. First, Section leaders will need to solicit a call for papers well in advance to allow time to review and consider all submissions. You can do this via the AALS Section Discussion List. Once you have a time and date in mind. Reach out to [Clarissa Ortiz](#) to finalize the session and AALS will set up the session on Zoom. Typically, a WIP session is 60 – 90 minutes. Once the papers have been selected, notify the individuals of who will be presenting and who will not. You will need to gather individuals to offer feedback to the presenter and offer some guidelines. When hosting a session, keep in mind presentations are short to allow presenter to get feedback from more than one person. Each presenter typically has about 15 minutes to present their work and 15 minutes to hear comments from the audience, with a 30-minute total timeslot per presenter.

## Appendix H

### SECTION NEWSLETTER

Each month, AALS distributes a Sections E-Newsletter that includes updates, a calendar of events, and highlights. The purpose of the E-Newsletter is to provide members with insight into what other Sections are doing and to bring the Legal Education community closer.

#### Announcements

- Provides information on Annual Meeting, Clinical Legal Education Conference, New Law Teachers Conference, Faculty Focus & AALS updates.

#### Calendar of Events

- All upcoming Section Socials and Webinars that wish to be publicized can be shared. If you would like to include your Section's event, please [contact us](#). This will go out to all AALS Section members, regardless of what Section they are active in.

#### Section Features

- One AALS Section is selected per month to be featured. Sections are asked to give a brief overview of their Section & share what they are currently working on.



## Appendix I

### SECTION FINANCES

#### I. Non-law Speaker Funding

- Sections may wish to invite a non-law school speaker to their annual meeting program. If your Section is considering this, keep the following AALS policies in mind:
  - o AALS will waive meeting registration fees for any non-law school speakers.
  - o A Section may request up to \$900 for reimbursement of a non-law school speaker travel, meal, and lodging costs. The Section must request those travel funds in the preliminary program submission form by **April 21, 2023**.
  - o All speakers, moderators, and presenters from law schools (both AALS member/fee-paid schools and non-member, non-fee-paid schools) are required to pay the Annual Meeting registration fee and cover their travel expenses.

#### II. Filing for Reimbursement of AALS Section Awards

- Sections with awards at the Annual Meeting may be reimbursed up to \$100 for award plaques. Section Chairs or their designee pay this cost upfront and are reimbursed upon submitting a receipt to AALS. Reimbursement request should be sent in no later than **February 24, 2024**.

#### III. Other Section Expenses and Co-sponsorship

- Upon request by a Section, the AALS Executive Committee may appropriate general AALS funds to support Section activities or programs. Please note that co-sponsoring events outside of AALS (regardless of monetary donation) must be approved by the AALS Executive Committee.

## Appendix J

### 2024 ANNUAL MEETING PRELIMINARY SCHEDULE AT A GLANCE

*Theme: Defending Democracy*

Wednesday, January 3 – Saturday, January 6, 2024

Washington, D.C.

*Note: The following schedule may be adjusted.*

#### Wednesday, January 3, 2024

8:00 – 9:40 am	Section Programs
10:00 – 11:40 am	Section Programs
12:00 – 1:00 pm	Individual Section Award Ceremonies
1:00 – 2:40 pm	Section Program
1:00 – 4:40 pm	Section Programs
3:00 – 4:40 pm	Section Programs – Works-in-Progress and/or Pedagogy
<b>5:00 – 6:00 pm</b>	<b>Session for First Time Attendees</b>
5:00 – 6:00 pm	Section Business Meetings
6:00 – 7:00 pm	Reception for New Law Teachers

#### Thursday, January 4, 2024

7:00 – 8:00 am	Section Business Meetings
8:00 – 9:40 am	Section Programs
<b>10:00 – 11:40 am</b>	<b>AALS Presidential Opening Plenary Session</b>
12:00 – 1:00 pm	Individual Section Award Ceremonies
<b>1:15 – 2:30 pm</b>	<b>AALS Awards Ceremony</b>
3:00 – 4:40 pm	Section Programs
<b>5:00 – 6:30 pm</b>	<b>AALS Opening Reception</b>

#### Friday, January 5, 2024

7:00 – 8:00 am	Section Business Meetings
<b>8:00 – 4:00 pm</b>	<b>Deans Forum Program</b>
8:00 – 9:40 am	Section Programs
10:00 – 11:40 am	Section Programs
12:00 – 1:00 pm	Individual Section Award Ceremonies
<b>12:00 – 4:00 pm</b>	<b>Workshop for Pretenured Law School Teachers of Color</b>
1:00 – 2:40 pm	Section Programs
3:00 – 4:40 pm	Section Programs – Works-in-Progress and/or Pedagogy
<b>4:00 – 5:00 pm</b>	<b>Reception for Pretenured Law School Teachers of Color</b>
<b>4:00 – 5:00 pm</b>	<b>Deans Forum Reception</b>
<b>5:00 – 6:00 pm</b>	<b>AALS Fellows Reception</b>
5:00 – 6:00 pm	Section Business Meetings

Saturday, January 6, 2024

7:00 – 8:00 am

**8:00 – 9:00 am**

**9:00 – 11:45 am**

**12:00-1:00 pm**

8:00-9:40 am

10 – 11:40 am

12:00 – 1:00 pm

**1:15 – 2:30 pm**

3:00 – 4:40 pm

4:30 – 5:30 pm

Section Leadership Information Session & Breakfast

**Advanced Deans Breakfast**

**Advanced Deans Workshop**

**Advanced Deans Luncheon**

Section Programs

Section Program

Individual Section Award Ceremonies

**House of Representatives**

Section Programs – Works-in-Progress and/or Pedagogy

AALS Reception for Legal Educators from Law Schools Outside  
the United States

## Appendix K

### Annual Meeting Information

#### I. Section Programming at the AALS Annual Meeting

Sections may hold a main program session. Most sessions are 1 hour and 40 minutes in length, but Sections may request a half-day program or a day-long program; availability is limited for longer program sessions. In addition, sections may hold a Works-in-Progress and/or a Pedagogy Program for New Law Teachers in specially designated time slots.

##### 1. Section's Main Program Time Slot

###### - *Regular Program Time Slot*

The time slot for a Section program is usually 1 hour and 40 minutes. The last 15 minutes may be reserved for an in-person business meeting if a Section chooses.

###### - *Extended Program Time Slot*

Sections may request a 3-hour program in designated time slots. If there are too many requests for these extended time slots, the 2024 Annual Meeting Program Committee will make the final selections.

##### 2. Works-In-Progress and Pedagogy Programs for New Law Teachers

- Sections are encouraged to host additional programming for junior faculty at the annual meeting. AALS offer two types of programs specifically designed for new law teachers: "Works-in-Progress for New Law School Teachers Programs" and "Pedagogy for New Law Teachers Programs." Please refer to Appendix H for the availability of these time slots and the AALS [Model Call for Papers](#).

- Your Section may request both a Works-in-Progress and a Pedagogy Program. Opting to hold a Works-in-Progress Program, Pedagogy Program, or both does not count against the Section in terms of scheduling preference for your main program.

##### 3. Section's Second Program Time Slot

- If you wish to hold a second Section program, you may request one, *subject to availability*. Works-in-Progress and the Pedagogy Programs for New Law Teachers are not counted as "main" or "second" Section programs.

##### 4. Joint and Co-sponsored Programs

- Sections may choose to hold either a joint program or a co-sponsored program at the annual meeting. *Joint programs* are planned cooperatively between 2 or more Sections, and Sections participating in a joint program do not typically plan a separate independent program. *Co-sponsored programs*, on the other hand, lend only a Section's name a session as a co-sponsor as a sign of support. Sections do not have any involvement in the planning process of a program they are co-sponsoring.

## II. Priorities used for Assigning Time Slots for the Annual Meeting

AALS uses a Section scoring rubric to schedule annual meeting sessions; the rubric is based on past 3-year attendance, membership, if holding a Joint program, Call for Papers, Publishing in a Law Review or Journal, or if the Section has held a Webinar/Social.

## III. Identifying Conflicts with Your Section's Program Time Slot Assignment

In June, the preliminary program schedule for the 2024 Annual Meeting will be sent to all Section Chairs and Chair-elects. This is the time to review and, if necessary, inform AALS staff of any conflicts with your Section's time slot by July 1, 2023.

## IV. The Section's Business Meeting

AALS Sections are required to hold either an in-person business meeting at the Annual Meeting or virtual election. The virtual election means the Section must first request and circulate nominations for the Chair, (unless the Chair-elect automatically becomes the Chair), Chair-elect, and at least three Executive Committee members, then vote and elect the new leadership of the Section in advance of the Annual Meeting. In early fall, many Sections already request nominations for these positions through the Section discussion list. If a Section chooses to hold an in-person business meeting at the Annual Meeting, nominations from the floor should also be encouraged. There are also options for a 60 minute business meeting to be held in the morning or in the afternoon, please refer to Appendix H for the availability during Annual Meeting.

A Section's business meeting is also an opportunity to welcome new members and volunteers for various Section committees and project/planning groups. Expand your leadership beyond the "same faces" with outreach to achieve diversity (of viewpoint, type of school, geographic region, gender, race, and years of experience). This outreach is essential to maintaining your Section's vitality and relevance to your members.

If you decide to hold a virtual business meeting, please refer to the AALS tip sheet: [Best Practices for Virtual Section Elections](#).

## Appendix L

### Section Field Trips and Service Projects

#### I. Field Trips

Sections may propose field trips for the 2024 Annual Meeting. To balance staff resources for all aspects of the meeting, *a limited number of field trips will be approved*. Provided the proposal includes all required components (see below), approval will be made on a first- come basis. If your Section wants to conduct a field trip, please send a proposal to [Tracie Thomas](#) by **April 21, 2023**, with the following information:

- The lead Section member(s) planning the field trip;
- Address and contact information for the destination(s);
- The purpose of the field trip and proposed start/end times of the field trip;
- Maximum number of attendees on the field trip;
- Program itinerary;
- Name of supporting university (see #1 below)
- Entry fees, if any;
- Transportation cost; and
- Whether a meal will be included and the cost. (Box lunch, catered, or held at a restaurant?)

Sections holding a field trip will be responsible for:

1. Conducting all administrative operations in connection with organizing the field trip, including arranging for transportation and catering (box lunch, catering lunch and/or refreshments). The Section must also obtain support either from a university or another approved party to enter into any necessary agreements, and to process payments, deposits and guarantees in connection with the field trip. A Section may not enter into any agreements on behalf of the AALS.
2. Submitting a budget to AALS by June 1st that outlines all line item costs for the field trip. The budget should include the per person ticket price AALS will collect to cover all field trip costs.
3. Ensuring that all attendees sign a liability waiver prepared by the AALS and returned signed waivers from all attendees to AALS in advance of the Annual Meeting.
4. Reconfirming all transportation, catering, and other field trip arrangements prior to the start of the Annual Meeting.
5. Checking in field trip attendees at the departure and return points.

Field trips that meet the above criteria will be published in the AALS Annual Meeting registration brochure and final program. AALS also will allow attendees to sign-up for approved field trips through Annual Meeting registration and accept payment on the Section's behalf. AALS will provide the Section with a list of attendees who have signed up for the field trip. AALS will remit field trip payments to the field trip organizer after the Annual Meeting once a request for reimbursement is received with an itemization of expenses along with receipts showing

payment. Reimbursement of field trip expenses may take up to 30 days after the conclusion of the Annual Meeting.

## II. Service Projects

AALS will approve one half-day service project during the Annual Meeting on a first come basis. One or more Sections may come together to organize the service project. There should be no fee charged for participation in the service project. If needed, AALS will reimburse bus transportation costs. Past service projects have included preparing and serving meals, visiting an adult day health center, and working on a clothing program. If your Section wants to conduct a service project, please send a proposal to [Tracie Thomas](#) by **April 21, 2023**, with the following information:

- The lead Section member(s) planning the service project;
- Contact information for the location of the service project;
- A description of the service project activity;
- The maximum number of participants who can participate;
- Name of supporting university (see #1 below); and
- Transportation options – shuttle bus, mass transit, walking, taxis/ubers

Section(s) are responsible for the following duties related to the service project:

1. Conducting all administrative operations in connection with organizing the service project, including arranging for transportation. The Section must also obtain support either from a university or another approved party to enter into any necessary agreements, and to process payments, deposits and guarantees related to the service project transportation. A Section may not enter into any agreements on behalf of the AALS.
2. Ensuring that all attendees sign a liability waiver prepared by the AALS and transmitting those waivers to AALS in advance of the Annual Meeting.
3. Reconfirming all transportation and other service project arrangements prior to the start of the Annual Meeting.
4. Checking in service project attendees at the departure and return points.

A service project that meets the above guidelines will be published in the AALS Annual Meeting registration brochure and final program. AALS also will allow attendees to sign-up for the approved service project through Annual Meeting registration. AALS will provide the Section with a list of attendees who have signed up for the service project. AALS will remit payment for the bus transportation to the service project organizer after the Annual Meeting once a request for reimbursement is received with an itemization of transportation expenses along with receipts showing payment. Reimbursement of expenses may take up to 30 days after the conclusion of the Annual Meeting.

## Appendix M

### FAQs

#### What are the benefits of joining an AALS Section?

As an AALS Section member you will have access to AALS's member-only Discussion Lists, exclusive Webinars and Section Socials, Mentorship Programs, the monthly AALS Connect e-Newsletter, Annual Meeting recordings, and the Director of Law Teachers (*if applicable*).

#### Who can I invite to join my Section?

All faculty and professional staff of member law schools are eligible to join Sections as regular members. Students, non-law individuals, faculty and staff at fee-paid law schools may join as associate members, which means they cannot serve as Section officers or on Section Executive Committees.

#### Where do I sign up for AALS Sections?

Joining Sections is easy at [aals.org/sections/join](https://aals.org/sections/join). When someone signs up for your Section, AALS staff will ensure that the member is added to the Section discussion list and that you receive notice of new members each month.

#### How much time does AALS recommend I dedicate to my Section?

AALS appreciates all our volunteers who decide to take on Section leadership roles. Dedicating time to your Section will depend on several factors like the size of your membership and how many programs your Section intends to hold at Annual Meeting. As a rule of thumb, we like to suggest 2-3 hours per month, this will allow you time to work on Annual Meeting programming, communicate to your members via Discussion Lists, review Call for Papers nominations, put together Section Newsletters, Webinars, and Socials, and prepare for the leadership transition at the end of the year.

#### What are some ways that my Section can assist early-career professors?

Many sections have Works-in-Progress Sessions at the Annual Meeting for early-career members and send out calls for papers throughout the spring and summer each year. Works-in-Progress sessions provide the opportunity for junior scholars to present draft papers and obtain feedback from their colleagues. Sections may also hold Works-in-Progress sessions throughout the year virtually via Zoom. Contact the [Associate Director of Section Services](#) to get a session on the Sections Calendar.



### I am interested in starting a new Section, how do I petition to begin one?

If you are interested in starting a new AALS Section, we require a petition signed by at least 50 full-time faculty members or professional staff from at least 25 member schools, AALS's Executive Committee may provisionally establish a Section. The petition should include: (1) the Section's proposed name, (2) subject area(s) that will be the Section's concern, (3) proposed programs and activities of the Section, (4) the names of the initial officers and executive committee members of the Section (who will serve until the first Annual Meeting of AALS after the Section is granted provisional status), and (5) the Section's proposed bylaws (which will become the initial bylaws of the Section, if provisional status is granted). Please refer to the [AALS Executive Committee Regulations](#), *Section 1.9 Establishing Sections*.

### Will there be a virtual option for the Annual Meeting?

Virtual and hybrid offerings are not available for this year's meeting. The meeting will take place in person in Washington D.C. We look forward to the networking, relationship building, and celebration that comes with bringing the community of law school faculty together in person.

### Does AALS reimburse Section Officers who attend the Annual Meeting?

AALS does not reimburse hotel or travel for Section Officers who attend the Annual Meeting. Section Officers pay the registration fee to attend the meeting.