Welcome and Introduction

ELIZABETH KRONK WARNER | UNIVERSITY OF UTAH S.J. QUINNEY COLLEGE OF LAW
CHAIR, AALS MEMBERSHIP REVIEW COMMITTEE
An Emphasis on Peer Review and Mutual Support

Quick Overview:

• ABA Accreditation v. AALS Membership Review
• Regulatory Review v. Peer Review
• List of Requirements v. Adherence to Core Values

Peer Review, including:

• Peer advice when member school appears to be struggling
• Report backs when there are serious shortcomings involving core values
• Praise for innovation

Recognition that schools can be different while pursuing core values

Process remains confidential
AALS Core Values

Scholarship and Teaching
Diversity and Nondiscrimination
Self-Governance
Academic Freedom
Honesty and Integrity
Overview of the AALS Process and AALS Materials

BARBARA STUDENMUND | AALS DIRECTOR OF MEMBERSHIP REVIEW
AALS Membership Review Process

- **School Visit**
  - AALS Questionnaire
  - ABA Materials

- **AALS Report**
  - Sent to member school
  - Any response by member school

- **Membership Review Committee**
  - Reads AALS Report, AALS Questionnaire, ABA materials, school responses
  - Recommendation to Executive Committee

- **Executive Committee Decides**
  - Letter to the School
Workshop Handout Contents

- AALS Process and Role of the AALS Reporter
- Site Visit Timeline
- Reporter Appointment Letter
  • Enclosed: Instructions to the AALS Reporter
- Classroom Visit Form
- Discussion with Dean
- AALS Questionnaire
- Format of the Report
- EC Letter to School
- AALS Bylaw and EC Regulations

2023 AALS Site Evaluation Workshop
January 5, 2023, 8:00 am - 9:40 am
WORKSHOP SCHEDULE

9:00 am  Welcome
Elizabeth Krook Warren, University of Utah S.J. Quinney College of Law &
Membership Review Committee Chair

9:05 am  Overview of AALS Process and AALS Materials
Barbara Staudt, AALS Director of Membership Review

9:15 am  Preparing the Site Visit and Writing the AALS Report
Susan Gentry, AALS Director of Membership Review

9:25 am  The Site Visit and Writing the AALS Report
Ellen R. Peper, Seton Hall University School of Law & AALS Membership Review
Consultant

9:50 am  The ABA Accreditation Process
William Adams, Managing Director, ABA Section of Legal Education and
Admissions to the Bar

9:55 am  Common Issues & Challenges
Panel and Audience

CONTENTS

- AALS Process and Role of the AALS Reporter .................................................. 3
- AALS Site Visit Timeline .................................................................................. 5
- Reporter Appointment Letter ........................................................................... 6
- Instructions for the AALS Reporter ................................................................... 7
- Classroom Visit Form ....................................................................................... 10
- AALS Site Visit Questionnaire .......................................................................... 13
- AALS Report Format Outline ............................................................................ 18
- Sample Letter to the Dean ................................................................................ 23
- AALS Membership Requirements by Topic ....................................................... 24
AALS Site Questionnaire and Support for the AALS Reporter

CARA MCQUITTY | AALS ASSOCIATE DIRECTOR OF MEMBERSHIP REVIEW
The AALS Questionnaire

- Faculty and Scholarship
- Teaching
  - AALS Quest Supplement re Teaching
- Improvements Since the Last Site Visit
  - Emphasis on positive changes
- Nondiscrimination and Diversity
  - AALS Bylaw 6-3b updated in January 2016
- Faculty Profile
AALS Reporter Materials

- Dropbox invitation sent via email

- Included materials:
  - AALS Membership Requirements
  - Memo to Dean
  - AALS Questionnaire
  - Report Format Outline
  - Reporter Instruction Memo
  - ABA Site Report Template
  - Classroom Visit Form
  - Confidentiality
Communications with AALS Reporters

- **Emails**
  - Know Before You Go
  - Now That You're Back

- **Reporter Survey**

- **Annual Report** sent to Member Schools and Reporters
What have I gotten myself into?
The AALS Reporter - The Basics

- You Represent the AALS
- You are Independent of ABA/Different Focus
  - Faculty Governance
  - Faculty Scholarship
  - Faculty and Student Diversity
  - Nondiscrimination
- You are Fact-finder
- You are it!
Preparing for the visit

The Visit

Writing the Report
Preparing for the Visit

- Coordinate with Key People
  - Team Chair
  - Team Members (class/office visits)
  - The Dean
  - On-Site Point Persons
  - Faculty Chairs, Staff
Preparing for the Visit

Review Key Documents

- AALS Site Questionnaire & Prior Report
- ABA Documents: Site Evaluation Questionnaire and Self Assessment
- Law School’s Website
Preparing for the Visit

- Review Suggested Format of the AALS Report
- Follow Suggested AALS Format for the Report
- Write Report Prior to Visit (and then confirm) v. Write Report After Visit
Preparing for the Visit

- Meet alone with Dean
  - By phone before the visit
  - In person during the visit (Beginning v. Middle of Visit)
- Communicate the AALS role
- What is the School Doing Right?
The Visit

❑ First meeting with the Team

❑ At the School
  • The Dean and President (Beginning & End)
  • Meet with Key People
  • Class and Office Visits (Team Effort)
  • Due Diligence (Trust But Verify)

❑ Fill in the Blanks
Preparing to Write the Report

- Obtain Team Members’ Drafts
- Obtain all Teaching & Scholarship Evaluations from Team Members
- Check Accuracy on Key Items
Writing the Report

- Include *All* Needed Information
- **Limit** Report to 7-10 Pages Single-Spaced
- Incorporate ABA Report by Reference
- Conform Final ABA draft to your Draft
- Be Factual; Avoid Adjectives
- No Judgments or Conclusions
- No Names
- Polish/Edit
Submit Your Report to the AALS Office

- Expect Questions & Edits
- Please Respond to My Email ASAP
- Finalize the Report
Your Accomplishments

☐ You Assisted the AALS Process
☐ You Learned How Another School Does Things
☐ You Helped Further Legal Education
Move Onto Next Project

Thank You!
Overview of the Law School Accreditation Process

presented by Bill Adams
Managing Director
Purpose of Accreditation

- To enable graduates of ABA approved law schools to sit for the bar

- Unified, national accrediting process ensuring consistency among 50 states, District of Columbia, Commonwealth of Puerto Rico and territories
Council Structure

- 21 voting members
- No more than 10 may be law school deans or faculty members
- Members include judges, practicing lawyers, one law student, and at least three public members who are neither lawyers or employees of a law school
Planning for the Visit at the School

- Sabbatical Review every 10 years
  - Self Study process in preparation
  - Document uploads into dashboard
  - Fill out SEQ/SRT
  - Office will review and provide directions to the team (and school)
The Site Visit Process

- Appointment of Site Team Chair
  - Appointment of other site team members
  - Team Member Assignments
  - Organization of Visit
    - In-person/hybrid?

- Team composition (categories not required)
  - Librarian
  - Clinician
  - Judge/Practitioner
  - Academic
  - Administrator
  - AALS Representative
Site Visit Process—the Visit

- Team Meetings
- Entrance meeting
- Interviews with faculty, administrators, staff
- Class Visits
- Meetings with Students
- Exit Interview
Post-Visit

- Team submits draft Report
- Office Review
- Report submitted to School
- School Response
Council Review

- Report Reviewed by Council
  - 11(a)(2)--Insufficient information
  - 11(a)(3)--Reason to Believe
  - 11(a)(4)--Non-Compliance
  - 12(b)--Call attention
  - (13)--Hearing
Review of School Response to Council

- 11(a)(1)
  - Compliance

- 11(a)(4)
  - Hearing to resolve compliance issue and determine if sanction appropriate
  - Intervening response to demonstrate compliance and have hearing cancelled
Thank you for attending the 2023 AALS Site Evaluation Workshop

Questions?