

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 CONSULTANT ON 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

8:00 am	Welcome Elizabeth Kronk Warner, University of Utah S.J. Quinney College of Law & Membership Review Committee Chair
8:05 am	Overview of AALS Process and AALS Materials Barbara Studenmund, AALS Director of Membership Review
8:15 am	AALS Site Questionnaire and Support for the AALS Reporter Cara McQuitty, AALS Associate Director of Membership Review
8:25 am	The Site Visit and Writing the AALS Report Ellen Podgor, Stetson University School of Law & AALS Membership Review Consultant
8:50 am	The ABA Accreditation Process William Adams, Managing Director, ABA Section of Legal Education and Admissions to the Bar
9:15 am	Common Issues & Challenges Panel and Audience

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AALS Site Questionnaire and Support for the AALS Reporter

CARA MCQUITTY | AALS ASSOCIATE DIRECTOR OF MEMBERSHIP REVIEW



Law School Name _____ Date _____

Name and Position of Person Completing Questionnaire _____

Email _____ Phone _____

This questionnaire seeks information relevant to the core values of the AALS that will assist the AALS reporter, Membership Review Committee, and Executive Committee in the membership review process. The AALS membership review process is meant to complement, and not duplicate, the ABA's accreditation process. Our questionnaire, therefore, focuses on the core values of AALS. This questionnaire is formatted as a word document to make it accessible to variations in response to our questions. Most answers will be included in separate appendices. If you want to add an explanation or expand on information in the questionnaire, please do not change the question itself.

At least three weeks (21 days) before the site visit, please send the AALS reporter your completed questionnaire. In addition, the AALS office would like to receive an electronic version of this completed questionnaire on a flash drive (if you would like to submit the questionnaire through an alternative method, please contact Cara McQuitty at cmcquitty@aals.org). Include each appendix separately on the flash drive. Do not include them as one large document. Your school is also preparing a Self Study for the ABA Section; the AALS would also like to receive an electronic version of the ABA Self Study and all supplemental materials. (Do not send a paper copy of the AALS questionnaire or the ABA Self Study to AALS.) Please mail the flash drive containing all files to: Cara McQuitty, Association of American Law Schools, 1614 20th Street, NW, Washington, DC 20009.

If you have any questions, please contact Cara McQuitty, Associate Director of Membership Review at cmcquitty@aals.org or membershipreview@aals.org.

I. Faculty and Scholarship

1. Please indicate the number of current full-time tenured or tenure-track faculty _____ as well as the number of other full-time faculty who are expected to produce scholarship _____. AALS asks for the current number of full-time faculty, which we understand may differ from the numbers submitted on the ABA SEQ. Please complete the following chart for the preceding three academic years.

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

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



The AALS Reporter

ELLEN S. PODGOR | STETSON UNIVERSITY COLLEGE OF LAW
AALS MEMBERSHIP REVIEW CONSULTANT

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!

The AALS Reporter

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

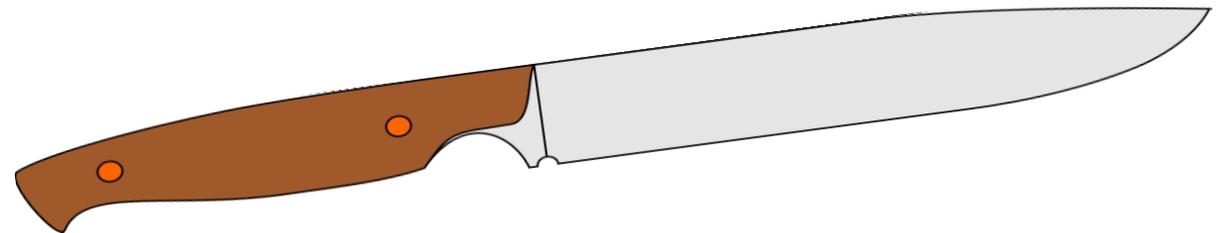
- Obtain Team Members' Drafts
- Obtain all Teaching & Scholarship Evaluations from Team Members
- Check Accuracy on Key Items

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)**

Dashboard



A horizontal decorative bar consisting of a blue segment on the left and an orange segment on the right is located above the title.

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 2024
AALS Site Evaluation Workshop**

Questions?