

AALS Site Visit Questionnaire AY 25-26

Law School Name _____

Date _____

Name and Position of Person Completing Questionnaire _____

Email _____

Phone _____

This questionnaire seeks information relating to AALS membership requirements that will assist the AALS reporter and Membership Review and Executive Committees in the review process. The AALS membership review process is meant to complement, and not duplicate, the ABA's accreditation process. 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.

AALS realizes that many laws are currently in flux; if any law prohibits your law school from providing any information below, please indicate that in the section(s).

At least three weeks before the site visit, please send the AALS reporter and AALS office an electronic version of this questionnaire. Include each appendix separately; do not include them as one large document. AALS would also like to receive an electronic version of your ABA Self Study and all supplemental materials. The easiest way to share the materials with AALS is through a SharePoint, Dropbox, or Google Drive folder.

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 may differ from the numbers submitted to the ABA.
2. 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		

3. Please complete the attached faculty profile: [Appendix A](#). List all current full-time faculty, including those who have not published. Be sure to provide the titles, citations, and publication dates of their scholarship. If a full-time faculty member is expected to publish and has not done so in the past three years, please provide an explanation for why they did not publish. You are welcome to indicate other ways they contributed to the law school in your explanations, including larger course loads, sponsorship of symposia, or service as an Academic Dean. You may

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also want to indicate if a faculty member recently joined the academy and law school and is just starting their scholarship.

4. How many tenured faculty____, or untenured, tenure-track faculty ____, or other full-time faculty with writing obligations ____, have **not** published any scholarship in the past three years?

5. Describe or attach your school's policy with respect to scholarly productivity, including to whom it applies and any specific expectations, e.g. at least one major article or book chapter every two years. If there is no written policy, please describe how scholarly expectations are communicated to faculty. Please also attach your school's narrative responses to Questions #49(a)(3) and #52(a-b), including Question 49's attachment, of the ABA Site Evaluation Questionnaire (SEQ). This will be Appendix B.

6. Describe the steps you take to mentor new faculty. This will be Appendix C.

7. Describe the programs you have in place to encourage faculty scholarship, e.g. research assistants, opportunities for faculty to present works in progress, etc. Please indicate if you have added or changed any of these programs since the last membership review. This will be Appendix D.

8. Please list the faculty meetings that were convened over the past academic year and their dates. Please briefly describe the topics covered at each meeting (e.g. faculty hiring, strategic planning). This will be Appendix E.

II. Teaching

1. Please describe the normal teaching load for full-time faculty. If the teaching load varies for different faculty, e.g. tenured, tenure track, clinicians, LRW, please describe the differences. Also attach your school's narrative response to Question #48(a-b) of the ABA SEQ. This will be Appendix F.

2. What programs or services do you offer to assist faculty in improving their teaching? This will be Appendix G.

3. The AALS is interested in understanding where schools are in relation to online and distance education. Please attach your school's narrative response to Question #34 of the ABA SEQ. This will be Appendix H.

4. Does the school's full-time faculty offer at least sixty percent of the J.D. credit hours or student contact hours in each division? _____yes _____no. Please attach your school's narrative response to ABA SEQ Question #47 (a-b) on Contact and Credit Hours, including Question #47's attachment (Report 9). This will be Appendix I.

5. Please indicate whether more than 20% of your J.D. students are in a part-time division: _____yes _____no. If your part-time division is more than 20% of your J.D. students, we will ask you to complete a questionnaire supplement chart on teaching.

III. Improvements Since the Last Site Visit

1. Please describe in 1,500 words or less significant curricular innovations (maximum of three), if any, made since the last site visit, e.g. significant new courses added, significant restructuring of the curriculum. This will be Appendix J.

2. Please describe in 1,500 words or less other significant improvements not covered in Appendix K, if any, made since the last site visit, e.g. new efforts to support faculty teaching or scholarship, new clinics or methods of pedagogy, or new centers established. This will be Appendix K.

IV. Nondiscrimination

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1. Please attach copies of all nondiscrimination policies as they appear in printed and online communications, e.g. admissions materials, school promotion documents, etc., and indicate where they appear online. This will be Appendix L.
2. Does the school require all employers receiving any form of placement assistance to give written assurances of compliance that meet these standards? _____yes _____no (Explain any exceptions, if applicable).
3. Please attach the ABA Standard 509 Information Report for the past three academic years. This will be Appendix M.

V. The Law School Community

1. Please describe in 1,500 words or less how the law school provides a welcoming community for all students, faculty, and staff.
2. Please attach ABA SEQ Question #20(a) that includes a copy of the law school's academic freedom policy. If the law school follows the University policy, provide a copy of that language. This will be Appendix N.

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Appendices to Completed Questionnaire

- A. Faculty Profile
- B. Scholarship Policy/Policies
- C. Faculty Mentoring Program
- D. Programs to Encourage Scholarship
- E. Faculty Meetings
- F. Teaching Evaluation Policies and Procedures
- G. Programs to Improve Teaching
- H. Online/Distance Education Programs
- I. Student Contact Hours
- J. Curricular Innovations
- K. Significant Improvements
- L. Nondiscrimination Policy
- M. 509 reports for past three years
- N. Academic Freedom Policy

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Faculty Profile

Instructions: List all current full-time faculty, and include scholarship published in the past three academic years. Group faculty by responsibilities (1) Those with Writing Responsibilities and (2) Faculty with No Writing Responsibilities. Specify the type of publication (e.g. law review article, book, book chapter, etc, and include title, citation, and date of each publication). Also, please note if there is no, or limited (e.g., no post-tenure expectation), scholarly publication expectation for the faculty member. Include faculty who have not published in the three-year period and indicate other ways they contributed to the law school in the notes.

Name	Gender	Race/ Ethnicity	Status	Publications (group publications by type: e.g. articles in law reviews, scholarly books, articles in bar journals, and book