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March 26, 2019

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MEMORANDUM 19-02

TO: Deans of Member Law Schools

FROM: Judith Areen

SUBJECT: 2019 Faculty Appointments Register and Other Services

We are approaching the beginning of the 2019-2020 law faculty hiring season. This memo explains what you can expect from AALS Faculty Recruitment Services in the coming months.

If you would like to participate in this year's Faculty Appointments Register (FAR), please submit the Online Submission Form by **April 26.** The online submission form will ask you to:

- Designate the person responsible for administering your school's faculty recruitment efforts. AALS will send all subsequent communications about the FAR, the Placement Bulletin, and Faculty Recruitment Conference (FRC), including logistical information about selecting an interviewing suite for the conference, to this contact person.

- Upload your school's signed Dean's Agreement on Use of FAR Information. Your school must agree to the restrictions on the use of FAR candidate data to participate.

Once the online form is submitted, the designated contact will receive an email with a link to activate your school's FAR account and instructions for adding team members. Once they create a password for the account, they will be prompted to pay the FAR Access Fee required to access the FAR website. The annual fee of $495 covers the three services that make up FRS: Access to three distributions of the FAR to view potential candidates; unlimited postings in the four issues of the AALS Placement Bulletin; and participation in the Faculty Recruitment Conference (FRC). The fee is non-refundable.

For schools participating in FRC, AALS has streamlined the administrative process:

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1. Schools request interviewing rooms via an online submission form available in early June, the link for which will be sent to the designated contact. Returning schools requesting the same room type as last year will have priority. Interviewing rooms will be assigned on a "first-come, first-assigned" basis and confirmed within three to four weeks.

2. Once a school's interviewing room has been confirmed, the contact will be provided the forms with return instructions to order food and housekeeping as well as provide payments.

3. AALS has arranged various catering options to best meet your school's needs. In addition to the "grab and go" breakfast/lunch options, the hotel will offer a $20 per person lunch buffet in Stone's Throw Restaurant. No reservation will be necessary to attend this lunch buffet.

AALS will begin accepting Placement Bulletin ads from schools on May 28. Your school's designated contact person will receive further details at that time.

AALS has instituted changes to avoid awkward settings during the interview process:

- Some interviewing rooms are converted guest rooms with beds removed. (Interview rooms with visible beds are not offered.)
- Where beds have been removed, permanently-affixed headboards may remain. Upon request, the hotel can cover affixed headboards with pipe and drape at an additional charge to the school.
- AALS asks that law school interview teams always consist of at least two people.

For your reference, we have provided a link to Important Dates for Schools.