

# Interview Teams

**2019 FACULTY RECRUITMENT CONFERENCE**

October 3 - 5, 2019

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**Marriott Wardman Park Hotel  
Washington, D.C.**

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### **JOIN US**

#### Reception for Interview Teams

*Thursday, October 3, 6 pm - 7:30 pm*  
*Hoover Room, Mezzanine Level*

AALS staff will present *Becoming a Law Teacher*, a first-of-its-kind resource for faculty candidates, and preview the new recruitment platform that will host the FAR in 2020.



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*Executive Director*

**Judith Areen**

October 3, 2019

Dear Colleague:

Welcome to the 2019 Faculty Recruitment Conference. The AALS staff is ready to help you, so please alert us to ways we can be of assistance.

As in past years, the hotel will offer “Grab and Go” carts for interview room food and beverage needs. Please pick up your orders at the designated carts located within one floor of your interview room (orders will not be delivered). The hotel will again offer a lunch buffet in Stone’s Throw Restaurant on Friday and Saturday from 11:30 am – 3 pm. No reservation is required; the cost is \$20 per person plus tax and gratuity.

The hotel provides the following amenities for interview rooms:

- Complimentary internet access in all guest rooms and interview rooms
- Complimentary bottled water, which is pre-stocked and refreshed upon request
- Complimentary coffee service, available Friday and Saturday, 7:30 – 8:30 am on the 1st floor of the Wardman Tower and Mezzanine Level of the Center Tower.

We hope these arrangements will facilitate your interview process. If you have any difficulty resolving an issue with the hotel, contact an AALS team member at the AALS Registration Desk (Thurgood Marshall Ballroom Foyer, Mezzanine Level) for assistance or email [frc@aals.org](mailto:frc@aals.org).

Finally, please join your colleagues on Thursday, October 3, 6 – 7:30 pm, at a Reception for Interview Teams in the Hoover Room, Mezzanine Level. AALS staff will describe the new information available on our website for candidates interested in becoming law teachers and the new Interfolio recruitment platform that will be available for you to use in 2020.

Please take a moment to review the general guidance included in this packet. After the meeting, AALS will send you an electronic evaluation. We welcome your feedback and comments regarding this Conference and the Faculty Appointments Register.

Best wishes for a successful conference.

Sincerely,

Judith Areen  
Executive Director

# General Guidance for Interview Teams

## About the Hotel and Interview Rooms

Included in your nightly room rate are:

- An interviewing room and a bedroom (unless otherwise arranged);
- Complimentary internet access in interviewing and individual guest rooms;
- Complimentary bottled water, which will be pre-stocked in the interviewing room. If you run out, contact “At Your Service” at ext. 5500;
- Complimentary coffee service available on Friday and Saturday from 7:30 am – 8:30 am on the first floor of the Wardman Tower and Mezzanine Level of the Center Tower.

### Picking up keys

Keys for interviewing rooms and individual guest rooms are available for pick up at the front desk of the Marriott Wardman Park Hotel. At 4 pm on Thursday, there will be a designated line for checking into your interviewing room. The reservation is under your school’s name. After 8 pm on Thursday, please see the first available front desk agent.

If your individual guest room is part of the interviewing room, you will receive the keys with the interviewing room. For individual guest rooms, please proceed to the first available front desk agent who can assist you.

### Check-in and check-out

Check-in time is 4 pm. Check-out time is 11 am. The hotel permits late checkouts (5 pm on Friday or Saturday, only for interviewing rooms) with advanced request. Contact frs@aals.org if you need a late check-out from the interviewing room.

### Locating interview rooms and guest rooms

Explanation of Room Numbers

- The first digit of the room number indicates the floor.
- The second digit indicates the tower:
  - 0 or 1 is the Center Tower
  - 3 is the Wardman Tower
- The last two digits indicate the room number on the floor.

If you have trouble locating your interview room, please contact a hotel or AALS staff member for assistance. If you have questions or issues regarding your accommodations please contact a member of the Faculty Recruitment Services (FRS) Team. Members of the team can be reached October 3-5 at the AALS Registration and Information Desk or by email at frs@aals.org.

## Conference Logistics

Each school receives one packet of materials from AALS. Included in the packet:

- Badges for team members who were listed as attending the FRC
- Welcome packet
- Teams List of the schools that are interviewing at the FRC (pick up additional copies for your team members at the AALS Registration & Information Desk in the Thurgood Marshall Ballroom Foyer on the Mezzanine Level)
- School sign for the door of your interviewing room

If your school checks in on Thursday from 4 pm – 8 pm, the person checking into the interviewing room will be given the packet of materials.

If your school checks in before 4 pm on Thursday or on Friday or Saturday, the packet may be picked up at the Registration & Information Desk in the Thurgood Marshall Ballroom Foyer on the Mezzanine Level.

### Adding or Changing Team Members on Badges

If you need to add or change a team member’s name on their badge, please email frs@aals.org; we can have the badge(s) waiting for you at the AALS Registration and Information Desk.

Otherwise, stop by the AALS Registration and Information Desk and we will prepare the badges while you wait.

### AALS Registration and Information Desk

*Thurgood Marshall Ballroom Foyer, Mezzanine Level*

Thursday: 10 am – 7:30 pm

Friday: 7:30 am – 6 pm

Saturday: 7:30 am – 5 pm

## Catering

If you pre-ordered Grab-and-Go catering, you will be able to confirm your order when you pick up your room keys and conference packet. As a reminder, orders are not delivered directly to the interviewing rooms. Interviewers need to pick up the orders at designated carts:

Interview Room Location	Catering Pickup Location
Mezzanine Level, 2nd, 3rd or 4th floors	3rd floor
5th, 6th, or 7th floors	6th floor
8th, 9th or 10th floors	9th floor
Wardman Tower	1st floor of the Wardman Tower

If you pre-ordered catering but did not prepay, you will need to pay for your order when you pick it up. The hotel will accept cash, credit card, or billed to your guest room.

### Changing or cancelling your catering order

If you forgot to order an item, the carts will be stocked with items for purchase when you pick up your original order.

If you need to cancel all or part of your catering order, the hotel requires 48-hour advance notice. Please contact Shane Jones at [shane.jones@marriott.com](mailto:shane.jones@marriott.com).

### Catering logistics

Orders will be pre-bagged so you can, literally, “grab and go.” There is no need for a cart to transport your order. Everything, including any condiments and utensils, will be in the bag. Please note that for larger orders, you may need two team members to carry meals to your interviewing suite. The Marriott offers pickup assistance at \$50 per trip; this assistance would have been requested in advance on the catering order forms.

When housekeeping cleans your room, they will clear the trash from your catering.

## If you did not pre-order catering

You have several options:

- You may order from hotel’s “Fresh Bites” service to pick up from one of the hotel’s food outlets or arrange delivery. Keep in mind, due to volume, delivery times may exceed the normal 30 minutes. Call “At Your Service” from your room to place your order, 6 am – 11 pm.
- You may purchase at the Grab-and-Go Carts on the 3rd, 6th and 9th floors of the Center Tower and the 1st floor of the Wardman Tower.
- Stone’s Throw, serving a wide variety of food items, is open for breakfast and lunch from 6 am – 3 pm.
- The hotel will offer a lunch buffet in the Stone’s Throw restaurant. No reservation is necessary. The cost is \$20 per person plus tax and gratuity.
- Woodley Park Pantry is open from 6 am – 11 pm, serving Illy’s coffee, breakfast, lunch, and dinner.
- Lobby Lounge serves lunch, cocktails, hors d’oeuvres, and dinner, 11 am – 12 am.

## Statement on Equality and Non-Discrimination

Equality and non-discrimination are core values of the AALS. All participants at AALS events are expected to treat others with dignity and respect and in a manner that is consistent with these core values. Individuals who have concerns about the treatment they or others experience at the 2019 Faculty Recruitment Conference are encouraged to report that to any of the following AALS staff member:

- Erick Brown, Database and Registration Manager, 202-296-2355, [ebrown@aals.org](mailto:ebrown@aals.org)
- Mary Cullen, Associate Director of Meetings, 202-296-4755, [mcullen@aals.org](mailto:mcullen@aals.org)

# Guidance About Position Postings and Candidates

## Interviewing FAR Candidates

The FRC schedule is designed for interviewing FAR candidates on Friday and Saturday. AALS does not specify what hours to interview or how long the interviews should last.

Some schools may wish to conduct interviews on Thursday. The FAR Candidates' Workshop takes place from 3:30 pm – 5:15 pm on Thursday. We ask that you refrain from interviewing during those hours so that all FAR candidates can attend and benefit from the workshop. If you want to interview before the 4 pm check-in time, you will need to book your interviewing room for Wednesday night.

If you want to leave a message for a candidate and you are not communicating via email or cell phone, you may leave messages at the AALS Registration and Information Desk which opens at 10 am on Thursday, October 3. A badge is required to drop off messages.

## Following up

Candidates would appreciate a letter acknowledging the time spent in the interview with your school's interview team and informing them of any action taken in connection with their application after the conference. Please extend this courtesy to those you interview.

## Interviewing persons not registered for the FAR

The FRC is supported by registration fees paid by law schools and candidates to access the FAR. In fairness to all attendees, we urge you to only interview persons who are in the FAR. Please interview candidates who did not participate in the FAR at an alternative place and time. AALS staff will not be able to provide the location of your interview room to unregistered individuals.

## Frequently Asked Questions

### How can we view late FAR Forms?

Copies of all three FAR distributions and FAR forms received onsite will be available for perusal by recruitment team members in at the AALS Registration and Information Desk until 7:30 pm on Thursday, 6 pm on Friday and 5 pm on Saturday. The FAR will remain available online.

### Can we post last minute job openings at the FRC?

Schools wishing to post announcements of available positions should bring a copy to the FRC and deliver it to the AALS Registration and Information Desk for posting in the Thurgood Marshall Ballroom Foyer.

# AALS Faculty Recruitment Conference

October 3 – 5, 2019 • Washington, D.C.

*(Schedule/room assignments subject to change)*

## Thursday, October 3

10 am – 7:30 pm

**AALS Registration and Information Desk**  
*Thurgood Marshall Ballroom Foyer, Mezzanine Level*

10 am – 3:30 pm

**FAR Candidates Lounge**  
*Johnson, Mezzanine Level*

Relax or prepare for your next interview in a quiet atmosphere. Enjoy complimentary beverages.

3:30 pm – 5:15 pm

**FAR Candidates' Workshop**  
*Thurgood Marshall Ballroom Northwest, Mezzanine Level*

Candidates are encouraged to attend this workshop presented by faculty who will provide an overview of the conference and the recruitment process, as well as answer your important questions.

6 pm – 7:30 pm

**Religiously Affiliated Law Schools Reception, Hosted by Baylor University School of Law; Boston College Law School; Brigham Young University, J. Reuben Clark Law School; Benjamin N. Cardozo School of Law; The Catholic University of America, Columbus School of Law; Georgetown University Law Center; Gonzaga University School of Law; Loyola University Chicago School of Law; Loyola Law School, Los Angeles; Mississippi College of Law; Notre Dame Law School; St. John's University School of Law; Villanova University, Charles Widger School of Law; Co-Sponsored by AALS Section on Law and Religion**  
*Harding, Mezzanine Level*

All candidates and interview team members are invited.

6 pm – 7:30 pm

**Reception for Interview Teams**  
*Hoover, Mezzanine Level*

## Friday, October 4

7:30 am – 6 pm

**AALS Registration and Information Desk**  
*Thurgood Marshall Ballroom Foyer, Mezzanine Level*

7:30 am – 6 pm

**FAR Candidates' Lounge**  
*Johnson, Mezzanine Level*

Relax or prepare for your next interview in a quiet atmosphere. Enjoy complimentary beverages.

8 am – 6 pm

**AALS Section on Minority Groups Hospitality Lounge**  
*Jackson, Mezzanine Level*

Candidates are invited to join faculty from the Section on Minority Groups in a collegial atmosphere to discuss topics of interest and enjoy refreshments.

There will be a Question and Answer Session at noon.

**AALS Section on Women in Legal Education Hospitality Lounge**  
*Jefferson, Mezzanine Level*

Candidates are invited to join faculty from the Section on Women in Legal Education in a collegial environment to discuss topics of interest and enjoy refreshments.

There will be a Question and Answer Session at 5 pm.

2 pm – 3:30 pm

**AALS Section on Legal Writing, Reasoning, and Research Information Session and Reception**  
*Taylor, Mezzanine Level*

The Legal Writing, Reasoning, and Research Section invites interested candidates and committees to a reception to network and learn about the evolving field of legal method and communication.

6 pm – 7:30 pm

**AALS Reception for FAR Candidates and Interview Teams**

*Thurgood Marshall Ballroom Northwest,  
Mezzanine Level*

All candidates and interview team members are invited to enjoy complimentary beverages and hors d'oeuvres.

7 pm – 8:30 pm

**AALS Section on Sexual Orientation and Gender Identity Issues Hospitality Reception**

*Wilson C, Mezzanine Level*

All candidates and interview team members are invited to join members of the Section on Sexual Orientation and Gender Identity Issues for a reception.

**Saturday, October 5**

7:30 am – 5 pm

**AALS Registration and Information Desk**

*Thurgood Marshall Ballroom Foyer, Mezzanine Level*

7:30 am – 5 pm

**FAR Candidates Lounge**

*Johnson, Mezzanine Level*

Relax or prepare for your next interview in a quiet atmosphere. Enjoy complimentary beverages.

8 am – 3 pm

**AALS Section on Minority Groups Hospitality Lounge**

*Jackson, Mezzanine Level*

Candidates are invited to join faculty from the Section on Minority Groups in a collegial atmosphere to discuss topics of interest and enjoy refreshments.

**AALS Section on Women in Legal Education Hospitality Lounge**

*Jefferson, Mezzanine Level*

Candidates are invited to join faculty from the Section on Women in Legal Education in a collegial environment to discuss topics of interest and enjoy refreshments.



## Local and Hotel Information

### Accessibility

If you have mobility or access issues at the hotel, email [frc@aals.org](mailto:frc@aals.org) for assistance.

### Messaging Services

If you are not communicating with your candidates via phone or email, hard copy materials to or from either party can be placed in a folder for pick-up at AALS Registration and Information Desk (Thurgood Marshall Ballroom Foyer, Mezzanine Level). Please make sure that the recipient's name is on any information you leave at the desk. Messages not retrieved by the end of the conference will be mailed to candidates and schools to the address we have on file.

### Business Center

FedEx Office, a full-service business center (extension 2769), provides copying and other related services at the hotel. The office is located on mezzanine level above Stone's Throw restaurant. It provides copying and computer usage as well as faxing and sells general office supplies (paper clips, rubber bands, Post-Its, etc.). Your message folder will contain a price sheet. The hours during the conference are 7 am - 7 pm but can be accessed by hotel guests 24 hours with a guest room key.

### Internet Access

The hotel provides complimentary wireless internet in AALS interviewing rooms and guest rooms as well as the hotel's lobby and public space.

### Fitness Center

The Fitness Center is free of charge to hotel guests and accessible 24 hours a day with a guest room key. It is located on the lobby level of the hotel. A jogging course is located in Rock Creek Park near the hotel; ask the concierge for details and directions.

### Hotel Parking

Self-parking: \$48 per day

Valet parking: \$55 per day

### Local Transportation

The Marriott Wardman Park Hotel is located at the corner of Connecticut Avenue and Woodley Road, N.W. The hotel is close to the Woodley Park/Adams Morgan/National Zoo Red Line stop on the Metro, Washington, D.C.'s subway system. Metro opens at 5 am on weekdays, 7 am on Saturday, 8 am on Sunday.

**Copy Service**

<b>Black &amp; White Copies</b>	
Per Page	\$0.20
<b>Color Copies</b>	
Per Page	\$1.69
<b>Copies on Special Paper</b> (additional)	
Color Paper (b/w)	\$0.23
Specialty Paper (b/w)	\$0.32
Three Hole Drilled (per 100)	\$1.00
Card Stock	\$0.32

**Fax Service**

<b>Outgoing Faxes</b>	
Local, Per Page	\$2.00
Long Distance, Per Page	\$3.00
International, Per Page	\$10.00
<b>Incoming Faxes</b>	
Per Page	\$1.50
<i>Incoming faxes are delivered to guestrooms by Security Staff or may be picked up at the Business Center</i>	

**Computer Service**

<b>Workstation</b>	
Per Session, Per Minute	\$0.40
<i>Internet Access Available (email)</i>	
<b>Microsoft Operating System</b>	
XP	
<b>Software</b>	
Word, Powerpoint, Excel	

**Printing Service**

<b>Black &amp; White Laser Prints</b>	
8.5 x 11	\$0.59
11 x 17	\$1.18
<b>Color Laser Prints</b>	
8.5 x 11	\$1.99
11 x 17	\$3.98

**Signs & Banners**

<b>Signs (mounted)</b>	
8.5 x 11	varies
11 x 17	varies
20 x 30	varies
Standard 12 x 15	\$5.00
<b>Banners</b>	
Per Square Foot	\$15.00

**Odds & Ends**

<b>Binding</b>	
GBC	\$5.95
GBC with Covers	varies
<i>Velo (blue/black/white/gray tape)</i>	
<b>Lamination</b>	
Business Cards	varies
8.5 x 11	\$2.50
11 x 17	\$5.00
<b>Transparencies</b>	
Black & White (each)	\$1.75
Color (each)	\$2.49
<b>Quick Cards</b>	
Black & White, Per 100	\$18.95
Design Fee	\$24.95
Layout Fee	varies
<b>Name Tags</b>	
Black & White	varies
Color/Logo	varies
<b>Tent Cards</b>	
Black & White	\$0.32
<b>Paper Cutting</b>	
Per Cut, Per 100 Sheets	\$2.00

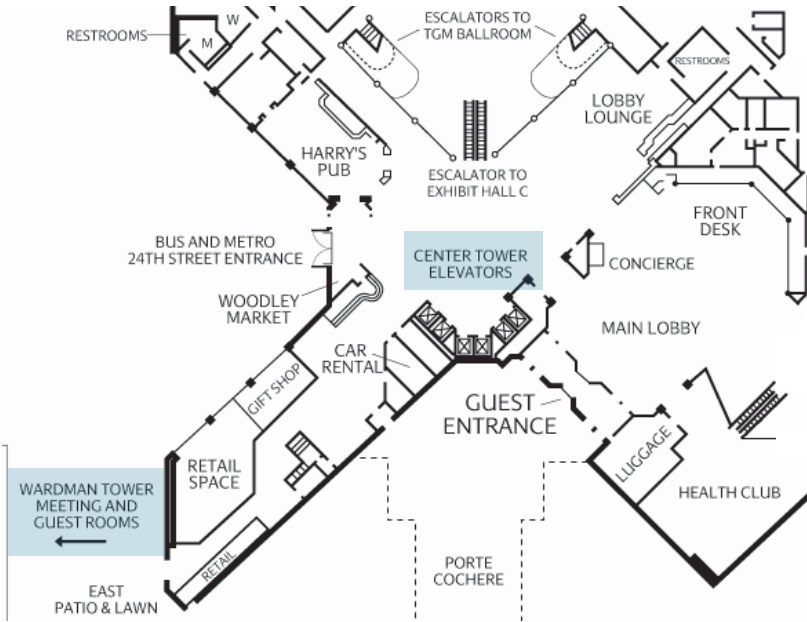
**Rentals**

Copiers, Fax Machines, Printers, Laptops, Computers, Monitors

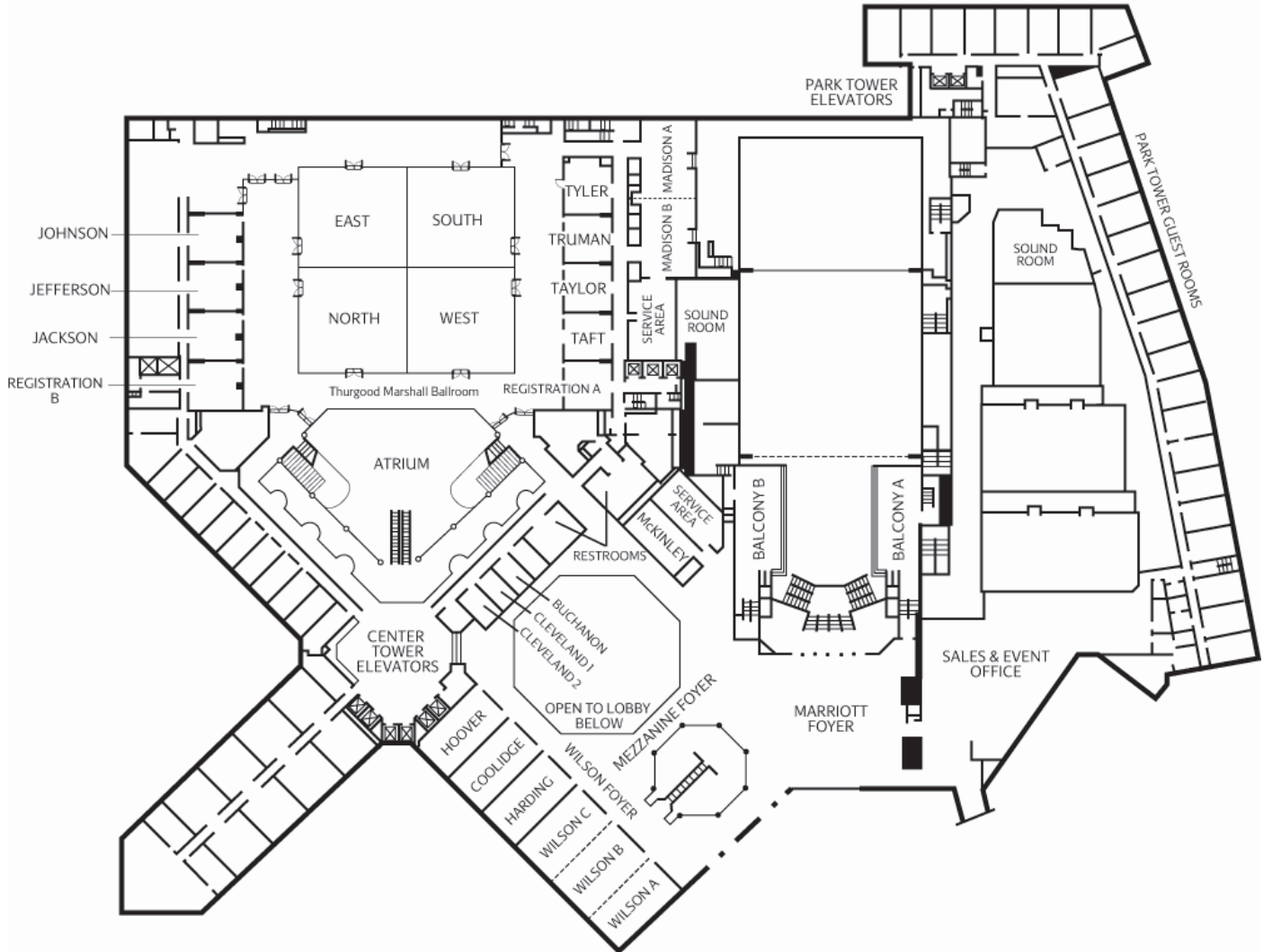
**Office Supplies**

Glue, Envelopes, Folders, Highlighters, Index Cards, Labels, Thumb Drives, Markers, Paper Clips, Pens & Pencils, Post-It Notes, Scissors, Staplers, Receipt Books, Tape, Thumb Tacks

# LOBBY LEVEL



# MEZZANINE LEVEL



# AALS Calendar

## 2020

### **Annual Meeting**

Thursday, January 2 – Sunday, January 5  
Washington, DC

### **Conference on Clinical Legal Education**

Sunday, May 3 – Wednesday, May 6  
Orlando, FL

### **Workshop for New Law School Teachers**

Thursday, June 4 – Saturday, June 6  
Washington, DC

### **Faculty Recruitment Conference**

Thursday, October 14 – Saturday, October 16  
Washington, DC

## 2021

### **Annual Meeting**

Tuesday, January 5 – Saturday, January 9  
San Francisco, CA

### **Faculty Recruitment Conference**

Thursday, October 13 – Saturday, October 17  
Washington, DC

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

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