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 twenty (20) 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. 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 (Parts I and II) and all supplemental materials. (Do not send a paper copy of the AALS questionnaire or the ABA Self Study to AALS.) Please mail a flash drive containing all files to: AALS Membership Review, 1614 20th Street, NW, Washington, DC 20009.

If you have any questions, please contact Barbara Studenmund, AALS Director of Membership Review, at 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 years | Number of each type of publication published by full-time faculty during the 3 preceding years |
| Law review articles |  |  |
| Books |  |  |
| Book chapters |  |  |
| Other scholarly publications |  |  |

2. Please complete the attached faculty profile. List all current full-time faculty. This will be Appendix A. Be sure to provide the titles, citations, and publication dates of their scholarship either in the Profile Chart, or in a separate faculty publication list. 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.

3. 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?

4. Please separately list the full-time faculty (1) who were at the law school five years ago and indicate their status now (i.e. still on faculty, resigned, retired, etc.), as well as (2) a list of new faculty added in the past five years and their current status. Please indicate the gender and race/ethnicity of each faculty member listed. This will be Appendix B.

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 #48(a)(3) and #51(a-b), including Question 48’s attachment, of the ABA Site Evaluation Questionnaire (SEQ). This will be Appendix C.

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

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 E.

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

**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 #47(a-b) of the ABA SEQ. This will be Appendix G.

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

Appendix H.

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 #33 of the ABA SEQ. This will Appendix I.

4. Please attach your school’s narrative response and reports in response to the ABA SEQ Question #46 (a) and (b) on Contact and Credit Hours. This will be Appendix J.

5. Please indicate whether more than 20% of your J.D. students are in a part-time division: \_\_\_\_\_\_\_\_\_yes \_\_\_\_\_\_\_\_no

**III. Improvements Since the Last Site Visit**

1. Please describe in 1,500 words or less significant changes, if any, to your curriculum requirements since the last site visit, e.g. a change in the number or type of courses required for graduation. This will be Appendix K.

2. Please describe in 1,500 words or less significant curricular innovations (maximum of three), if any, made since the last site visit, e.g. a new clinic or methods of pedagogy. This will be Appendix L.

3. Please describe in 1,500 words or less other significant improvements, if any, made since the last site visit, e.g. new efforts to support faculty teaching or scholarship, or new efforts to increase faculty or student diversity. This will be Appendix M.

**IV. Nondiscrimination and Diversity**

1.a. Does the school have a written policy that complies with Bylaw 6-3.a? (Bylaw 6-3a provides: A member school shall provide equality of opportunity in legal education for all persons, including faculty and employees with respect to hiring, continuation, promotion and tenure, applicants for admission, enrolled students, and graduates, without discrimination or segregation on the ground of race, color, religion, national origin, sex, gender (including identity and expression), sexual orientation, age, or disability.) \_\_\_\_\_\_\_\_\_yes \_\_\_\_\_\_\_\_no

1.b. 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 N.

2. Please attach the ABA Standard 509 Information Report for the past three academic years. This will be Appendix O.

3. Please attach your school’s narrative responses for Questions #16 and #17 of the ABA SEQ describing efforts to recruit and retain a diverse faculty. This will be Appendix P.

4. Please report the gender and ethnicity of all full-time employees who are classified as exempt staff as defined by the Fair Labor Standards Act, as well as any nonexempt staff who have significant contact with students. Do not include full-time faculty members. Please use the following chart (add rows as needed). This will be Appendix Q.

|  |  |  |
| --- | --- | --- |
| Title (do not include names) | Gender | Ethnicity |
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5. Member schools are required to obtain written assurances from employers that they comply with the school’s nondiscrimination requirements. When using an online application such as Symplicity, schools may meet the requirement by adding a box to the application that employers can check to indicate they have read and will comply with the nondiscrimination policy. When job postings are obtained from third parties, schools can meet the requirement by adding a notation to the postings that these employers have not been vetted by the schools and have not yet given assurances of nondiscrimination. Does the school require all employers receiving any form of placement assistance to give written assurances of compliance that meet these standards? (Please answer yes or no) \_\_\_\_\_\_\_\_\_

Please attach copies of the nondiscrimination policy and documents used in obtaining assurances from employers including Symplicity, job posting forms, and other placement assistance (these may include screenshots of webpages). This will be Appendix R.

Appendices to Completed Questionnaire

1. Faculty Profile
2. List of faculty who were appointed and those who have retired or resigned during the past 5 years.
3. Scholarship Policy/Policies
4. Faculty Mentoring Program
5. Programs to Encourage Scholarship
6. Faculty Meetings
7. Teaching Evaluation Policies and Procedures
8. Programs to Improve Teaching
9. Online/Distance Education Programs
10. Student Contact Hours
11. Curricular Changes
12. Curricular Innovations
13. Significant Improvements
14. Nondiscrimination Policy
15. 509 reports for past three years
16. Faculty Diversity Efforts
17. Staff Demographics
18. Employer Assurance

June 2020

Mail electronic versions of the AALS questionnaire and the ABA Self Study to:

AALS Membership Review

1614 20th Street, NW

Washington, DC 20009

**Appendix A**

**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[[1]](#endnote-1) | Publications (group publications by type: e.g. articles in law reviews, scholarly books, articles in bar journals, and book contributions) and date of publication |
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1. Status includes tenured, tenure-track, clinical, legal writing, and other (please specify). [↑](#endnote-ref-1)