

II. GOVERNANCE STRUCTURE OF THE SCHOOL OF LAW

A. Curriculum Committee

1. Purpose

- a. To review student requests concerning their personal course of study.
- b. To review suggestions and make recommendations to the full faculty concerning policy changes and/or additions in the Law School curriculum.

2. Responsibilities

- a. Review student requests for excess hour petitions, transfer credit petitions.
- b. To review transcripts for incoming transfer students and make committee recommendations.
- c. Review suggestions and requests for additional courses or revisions in existing courses and to submit all recommendations to the full faculty for approval.

3. Membership

Five faculty members appointed by the Dean, one student representative appointed by the WSBA.

B. Faculty Recruitment Committee

1. Purpose

- a. To select highly qualified candidates for Law School teaching positions.

2. Responsibilities

- a. To review resumes for teaching positions as submitted through the Association of American Law Schools, and those submitted through the mail.
- b. Select candidates to be interviewed at Annual AALS Recruitment Conference.
- c. Attend Annual AALS Recruitment Conference, interview candidates and select those individuals to be interviewed by full faculty.

3. Membership

Dean, four faculty members appointed by the Dean.

C. Library Committee

1. Purpose

- a. To provide suggestions and policy recommendations for Law Library Director and his/her staff.

2. Responsibilities

- a. Review and update Library policies.
- b. Provide faculty support to Law Library Director.
- c. Review Law Library acquisitions.
- d. Skills Training Coordinating

D. Skills Training Coordinating

1. Purpose

To coordinate activities of the Moot Court, Trial Advocacy, Client Counseling and Negotiations Competitions and assure adequate training of adjunct professors teaching Pretrial and Trial Advocacy courses.

2. Membership

Four faculty members appointed by the Dean.

E. Externship Committee

1. Purpose

Make major policy decisions affecting externships.

2. Responsibilities

- a. Consider policies and procedures for externs.
- b. Monitor supervision of externs.

3. Membership

Three faculty members appointed by the Dean.

F. Financial Aid Committee

1. Purpose

To make financial aid recommendations for incoming and current law students.

2. Responsibilities

- a. Make decisions concerning individual scholarships for incoming law students.
- b. Make decisions for second and third year scholarships.
- c. Approve Alumni, Foundation, emergency student loans.

3. Membership

Associate Dean, four faculty members appointed by the Dean.

G. Admissions Committee

1. Purpose

Make major policy decisions and review all applicants for admission to the Law School.

2. Responsibilities

- a. Review all applicant files.
- b. Consider all data as submitted by Law School Admissions Council.
- c. Make decisions concerning admittance of Law School applicants and transfer students.

3. Membership

Associate Dean, four faculty members appointed by the Dean, two student representatives nominated by WSBA and appointed by the Associate Dean.

H. Professional Development

1. Purpose

To consider professional development projects and policies for Law School faculty.

2. Responsibilities

- a. To make recommendations for future professional development projects and plans to full faculty.
- b. To review and consider professional development of the entire Law School faculty.

3. Membership

Five faculty members appointed by the Dean.

I. Law Journal Committee

1. Purpose

To set policies and make recommendations for Law Journal Program.

2. Responsibilities

- a. To establish policies for selection of Law Journal staff.
- b. To select new Law Journal editors for each academic year.

c. Serve as Advisory Board for the Family Law Quarterly.

3. Membership

Three faculty members appointed by the Dean; Law Journal staff members.

J. Client Counseling/Negotiations

1. Purpose

To set policies and make recommendations for Client Counseling Program and Negotiations Competition.

2. Responsibilities

- a. To establish policies for selection process for Client Counseling teams and Negotiations Competition team.
- b. To make decisions concerning yearly competitions.

3. Membership

Three faculty members appointed by the Dean.

K. Continuing Legal Education

1. Purpose

To coordinate Continuing Legal Education programs.

2. Responsibilities

- a. To ascertain current areas of concern and new course needs based on current legislation.
- b. To prepare and develop new CLE programs.
- c. To find speakers.
- d. To develop comprehensive CLE materials.

3. Membership

Three faculty members appointed by the Dean.

L. Moot Court Committee

1. Purpose

To set policies and make recommendations for Moot Court Program.

2. Responsibilities

- a. To establish policies for selection process for Moot Court teams.
- b. To make decisions concerning yearly competitions.
- c. To assist Moot Court officers with the implementation of the Moot Court Program.

3. Membership

Five faculty members appointed by the Dean.

M. Academic Success Orientation Committee

1. Purpose

Develop orientation programs for entering law students and coordinate tutoring/support programs for at risk students.

2. Responsibilities

- a. Schedule Law School organizations and faculty to make presentations to entering law students.
- b. Prepare students for enrollment process.
- c. Introduce entering law students to Law School routine, procedures, etc.
- d. Train and supervise tutors for at risk students.

3. Membership

Five faculty members appointed by the Dean, members of the Washburn Student Bar Association, Admissions, Library and Career Services Directors.

N. Sabbatical Committee

1. Purpose

To review applications by law faculty members for academic sabbaticals.

2. Responsibilities

Recommend to the Dean in rank order applications by faculty members for academic sabbaticals

3. Membership

Three faculty members who previously have received sabbaticals, appointed by the Dean.

O. Trial Advocacy

1. Purpose

To coordinate the Trial Advocacy Competition.

2. Responsibilities

- a. To establish policies for the selection process for Trial Advocacy teams
- b. To make decisions concerning yearly competitions.

3. Membership

Three faculty members appointed by the Dean.