

Washburn University Faculty Handbook
Section 8 (“Governance of Major Academic Units”)

II. Governance Structure of the School of Law

The law faculty, acting as a committee of the whole and chaired by the law school Dean, provides primary direction for strategic planning and the educational program of the law school, including curriculum, methods of instruction, admissions, and academic standards for retention, advancement, and graduation. The Dean and the faculty implement academic policies and faculty development and recommend to the University the selection, retention, promotion and tenure of the faculty. Standing committees report recommended changes in policy or direction to the law faculty. Temporary or ad hoc committees report to either the law faculty or the law Dean as appropriate. Staff and center directors manage assigned responsibilities and report to the law Dean regarding operational and budget concerns.

A. Standing Committees

1. Curriculum

a. Purpose

To regularly review the academic program of the law school and engage in strategic planning to assure that the school meets evolving needs of students and the legal profession.

b. Responsibilities

To receive and evaluate proposals for curricular changes, and make recommendations to the full faculty. The committee chair reviews requests for transfer credit from other accredited law schools and recommends approval or denial of those requests to the law school’s Student Records Administrator.

c. Membership

At least four faculty members appointed by the Dean; one student appointed by the president of WSBA (Washburn Student Bar Association).

2. Faculty Recruitment

a. Purpose

To identify highly qualified candidates for law school teaching positions.

b. Responsibilities

To evaluate faculty hiring needs, to effectively solicit applications from candidates who will meet those needs, to review applications, and to screen candidates for tenure track and visiting faculty positions. For tenure track positions, the committee will normally invite three persons to be interviewed by the full faculty for each position that is to be filled. For visiting faculty positions, the committee will make arrangements for faculty interviews when it is feasible to do so.

c. Membership

Five faculty members appointed by the Dean. The Dean may be appointed to fill one of these positions.

3. Faculty and Academic Development

a. Purpose

To support and promote outstanding teaching and scholarship activities for the law faculty.

b. Responsibilities

To develop scholarship programs, scholarly exchanges with other law schools, teaching workshops and programs designed to enhance teaching effectiveness. The committee will also assist with orientation and transition programs for new faculty.

c. Membership

At least three faculty members appointed by the Dean.

4. Admissions and Financial Aid

a. Purpose

To assure that the law school maintains a highly qualified and diverse student body.

b. Responsibilities

To review applications for admission, including transfer applications and applications for readmission by students whose grade point averages have fallen below standards needed for graduation. To award scholarships, taking

into account academic qualification, diversity, financial need, and restrictions embodied in scholarship accounts.

c. Membership

At least three faculty members appointed by the Dean. The director of admissions will be a non-voting *ex officio* member.

5. Library and Technology

a. Purpose

To assist in maintaining library and technology resources that meet the teaching, learning and scholarship objectives of the law school.

b. Responsibilities

To make recommendations to the law library, the Dean and the law faculty regarding library and technology policy and major acquisitions.

c. Membership

At least three faculty members appointed by the Dean (normally including the Library Director); one student appointed by the president of WSBA.

6. Pro Bono

a. Purpose

To assure that appropriate pro bono opportunities are made available to law students.

b. Responsibilities

To review pro bono policies and to assist in development of those programs.

c. Membership

At least three faculty members appointed by the Dean (including the Associate Dean for Student Affairs); the Director of Professional Development (non-voting and *ex officio*); and one student appointed by the president of WSBA.

7. Law Journal

a. Purpose

To help the *Washburn Law Journal* maintain high professional publication standards while offering students valuable research, writing and editorial experience.

b. Responsibilities

To monitor performance of the journal staff, review student work, make recommendations for outstanding writing awards, and to participate in selection of the editor-in-chief.

c. Membership

At least three faculty members appointed by the Dean. The chair of this committee normally functions as faculty advisor to the Law Journal.

8. Sabbatical

a. Purpose

To identify faculty members who merit academic sabbaticals.

b. Responsibilities

To screen and prioritize applications for academic sabbaticals and to make timely recommendations to the Dean for those awards.

c. Membership

At least three faculty members appointed by the Dean.

9. Honor Code

a. Purpose

To regulate compliance with the law school student honor code.

b. Responsibilities

To conduct hearings as provided by the law school honor code rules of procedure when convened by the faculty advisor.

c. Membership

Five student members with staggered terms appointed by the president of WSBA. A faculty advisor to the committee shall be appointed by the Dean.

10. International Legal Studies

a. Purpose

To develop, maintain, and coordinate programs of international legal study.

b. Responsibilities

To conduct inquiries about potential programs and make recommendations to the faculty.

c. Membership

At least three faculty members appointed by the Dean.

11. Strategic Planning

a. Purpose

To develop the law school's strategic plan.

b. Responsibilities

To regularly identify specific goals for improving the law school's program; identify means to achieve the established goals; assess the law school's success in realizing the established goals; and periodically re-examine and appropriately revise the established goals.

c. Membership

At least three faculty members appointed by the Dean (the Dean may be appointed to fill one of these positions); one staff member appointed by the Dean; one student appointed by the president of WSBA; one alumnus or alumna chosen by the president of the Washburn University School of Law Alumni Association.

B. Temporary or Ad Hoc Committees

Additional committees shall be appointed by the Dean to meet specific needs of the law school as identified by either the faculty or the Dean. Such committees will include a self-study committee in years leading up to ABA sabbatical site inspections.

Membership of these committees may include faculty members, staff members, students, and alumni.

C. Faculty Advisors

Faculty members shall be appointed by the Dean to be responsible for major extracurricular activities promoted by the law school. Programs to which faculty advisors will be appointed include law journal, moot court, trial advocacy, negotiation competition, and client counseling. Additional faculty members may be assigned to assist the advisors as appropriate.

D. Library, Faculty, and Staff Directors

1. Library

The director of the law library shall be a tenured or tenure-track member of the law faculty whose principal responsibility is the management of the law library.

2. Centers and Faculty Directors

The Dean shall appoint faculty directors for Centers for Excellence and other major programs of the law school. These directors shall be responsible for managing ongoing activities of the programs, facilitating participation by faculty and students, and coordinating involvement of visiting scholars, related extracurricular programs and alumni advisory boards.

3. Staff Directors

The Dean shall be responsible for hiring directors for major administrative components of the law school including administration, admissions, alumni affairs, the law clinic, registrar functions, professional development, and Centers.

4. Administrative Advisory Committees

As deemed appropriate by the Dean, library, faculty and staff directors shall meet to provide advice and recommendations regarding operations of the law school.