

AALS Questionnaire

LAW SCHOOL NAME _____ DATE _____

This questionnaire seeks information relevant to AALS core values that will assist the AALS reporter, Membership Review Committee, and Executive Committee in the membership review process. *Please send the questionnaire (and attachments) 10 days before the date of your site visit to the AALS reporter visiting your school and to the AALS (Attention Membership Review, Suite 800, 1201 Connecticut Ave. NW, Washington, DC 20036). In order to maximize the security of your membership information, we prefer that you send the reporter and AALS a hard copy of your response with a CD containing an electronic copy. However, you are welcome to send your response via email attachment to the reporter and to AALS (membershipreview@aals.org), but this method is less secure than sending a hard copy with a CD.*

Faculty Scholarship -- Bylaw 6-1.b(ii):

If not already sent to the AALS with the ABA questionnaire, please attach a list of faculty publications for the past three years. Please list these publications by faculty author identifying the status of each faculty member within one of the following mutually exclusive categories: full-time tenured; full-time tenure track; full-time non-tenured or non-tenure-track professional skills or legal writing faculty; deans, librarians and others who teach; or visitors.

Types of scholarly publications	Number of full-time tenured or tenure-track faculty publishing each type during the 3 preceding academic years	Number of each type published by total full-time tenured or tenure-track faculty during the 3 preceding academic years
Law review articles		
Books		
Book chapters		
Other scholarly publications		

Please state the number of current full-time tenured or tenure-track faculty who published no scholarship during the three preceding academic years and state when each of these faculty members was appointed to the faculty and whether her or his appointment was a lateral or entry-level appointment. For faculty identified as not having published in the past three years, please describe how these people have contributed to the scholarly environment of the institution. Do not give names.

Faculty Demographics -- Bylaws 6-1.b(i) and (iv):

Please attach a copy of the Faculty Resources chart from the Profiles section of the current year ABA Annual Questionnaire showing the full-time teaching resources and additional instructional resources for fall and spring. This chart may be found by clicking on the “View Results” button from within the Profiles section of the Annual Questionnaire software. In addition, please separately list the faculty who in the last five years (1) have been appointed to your faculty and (2) have retired or resigned from your faculty, indicating the gender and race of each faculty member listed.

Use of Adjunct Faculty -- Bylaw 6-1.b(i):

AALS Bylaw 6-4.d requires that “In each division of a member school’s program, each student shall have the opportunity to obtain substantially all of his or her instruction leading to the Juris Doctor degree from the school’s full-time faculty.” Executive Committee Regulation 6-4.1 states “A member school demonstrates compliance with Bylaw 6-4.d if in each division of its programs, the school’s full-time faculty offer at least two-thirds of the credit hours or student-contact hours leading to the J.D. degree.” The “Adjunct Usage” chart found below is designed to help schools demonstrate compliance with Bylaw 6-4.d and ECR 6-4.1. However, many schools will not find it necessary to fill out this chart. These instructions will help you determine whether it is necessary to fill out the “Adjunct Usage” chart.

1. Review the “Course Hours Summary” chart produced as part of the Site Evaluation Questionnaire (SEQ). This chart reports the courses and credit hours taught by full-time and part-time faculty in the full-time and part-time divisions.
2. If the credit hours data on the “Course Hours Summary” chart shows that no more than 1/3rd of the credit hours (not “courses”) in each division of each regular term (excluding limited program summer terms) are taught by part-time faculty, you need not fill out the below “Adjunct Usage” chart. **Please attach a copy of the SEQ “Course Hours Summary” chart instead.**
3. If the SEQ chart shows that more than 1/3rd of the credit hours (not “courses”) in any division of any regular term are taught by part-time faculty, you must fill out columns one and two of the “Adjunct Usage” chart to show compliance with Bylaw 6-4.d in each division (if you have multiple divisions), or whichever column is appropriate if you have a single division program. Note that this chart requests contact hour data, unlike the SEQ chart, which reports course and

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credit hour data. In general, contact hour data tends to be more favorable to the school than credit hour data. **Note:** If you are completing the “Adjunct Usage” chart below, please complete a separate chart for each of the three most recent regular terms for which data is available.

Adjunct Usage Chart	Full-time Division	Part-time Division(s) or Program(s)*
_____ Term _____ Year	(1) Number & Percent of Student Contact Hours	(2) Number & Percent of Student Contact Hours
Full-time Faculty		
Part-time Faculty		
Deans, Librarians & Administrators		
TOTAL		

Definitions:

1. The number of "academic credit hours" in a semester is defined as the total of course credits for all courses offered in that semester.
2. The number of student contact hours is defined as the number of academic credit hours multiplied by the number of students enrolled in each course.

* If the school has multiple part-time divisions or programs, a separate usage chart should be filled out for each.

Student Demographics -- Bylaw 6-1.b(v):

Please attach a copy of the pages from the current year ABA Annual Questionnaire (headed “Full-Time JD Enrollment” and “Part-Time JD Enrollment”), showing the full and part-time enrollment in the JD program broken down by ethnicity, gender and year (Enrollment, Section 2 Student Body).

Attrition Data -- Bylaw 6-1.b(v):

Please attach a copy of the pages of the current year ABA Annual Questionnaire [titled “Attrition”] showing the number and percent of students who left school for academic or other reasons (Enrollment, Section 4 Attrition).

Nondiscrimination Policies – Bylaws 6-1.b (iv) and (v):

1. Does the school have a written policy complying with Bylaw 6-3(a) (nondiscrimination in internal matters)? _____ (Please attach a copy.)
2. Does the school require all employers (other than the U.S. armed services) receiving any form of placement assistance to give oral or written assurances of compliance with a written policy conforming to the requirements of Bylaw 6-3.b? _____ (Please attach copies of the policy and other relevant documents used in obtaining assurances)
3. Are employers (other than the U.S. armed services) who in fact discriminate on the basis of sexual orientation permitted to receive any form of placement assistance? _____ If yes, please explain.
4. If military employers are permitted to receive any form of placement assistance, does the school publicly post a notice of the inconsistency between military practices and the school’s Bylaw 6-3.b nondiscrimination policy? _____ (Please provide a sample of any posted notice and explain where and when it is posted.)
5. Please describe the additional steps taken by the school to ameliorate the negative effect of the accommodation made to military employers and make the law school a more welcoming environment for all students, including gays and lesbians. See AALS Memorandum 02-03 (January 18, 2002), available at <http://www.aals.org/deansmemos/02-03.html> The NALP Amelioration Best Practices Guide is at http://www.nalp.org/assets/860_07ameliorationbestpractic.pdf.

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