

**Responsibilities of Full-Time Faculty
(a.k.a. "Standard 404 Policy")**

1. Teaching responsibilities of full-time faculty will be determined by the dean of the law school in consultation with the associate dean for academic affairs. Typically, full-time faculty teach three courses a year or their equivalent, although in some circumstances faculty might teach more than three courses.
2. With regard to their teaching responsibilities, each faculty member is responsible for:
 - a. Diligently preparing a lesson plan for each class.
 - b. Being available for student consultation either through regularly scheduled office hours, appointments by request, or a combination thereof.
 - c. Adequately assessing student performance, at the end of the semester for purposes of grading, and also during the semester to assess learning outcomes.
 - d. Remaining advised of ongoing developments in the academic fields in which they teach.
3. The dean will confer with full-time faculty to review their teaching responsibilities described above in (2). As needed, the associate dean for academic affairs will consult with full-time faculty on an on-going basis regarding faculty teaching responsibilities.
4. The dean will confer with full-time faculty to ensure that the faculty as a whole is actively engaged in legal scholarship. The dean will be assisted in this effort by the director of faculty research, a position held by either a tenured or tenure-track professor of law.
5. The dean will assign faculty members to committees, both at the law school and the university, to ensure that the faculty as a whole meets its collective responsibility regarding service to the law school and the university.
6. The dean will meet regularly with full-time faculty members to ensure that the faculty is collectively providing service to the legal profession and service to the public at large through pro-bono initiatives. As necessary, the dean will constitute committees and assign faculty members to serve on these committees to assist with this process.
7. The dean will assign faculty members, in conjunction with the dean of students, to engage in academic advising of students. This process will include a program for the advising of 1L students through faculty mentors assigned at the beginning of the academic year.
8. The faculty, deans, and administrative staff will work together to foster an atmosphere at the law school that promotes the free exchange of ideas and the voicing of opinions.
9. The faculty will collectively participate in curricular development. This includes the initial construction of the curriculum by the associate dean for academic affairs and the approval of the curriculum by the faculty on a recommendation from the law school's Academic Programs and Planning Committee (APPC).

Appendix

American Bar Association

Standard 404. RESPONSIBILITIES OF FULL-TIME FACULTY

(a) A law school shall adopt, publish, and adhere to written policies with respect to full-time faculty members' responsibilities. The policies shall require that the full-time faculty, as a collective body, fulfill these core responsibilities:

- (1) Teaching, preparing for classes, being available for student consultation about those classes, assessing student performance in those classes, and remaining current in the subjects being taught;
- (2) Participating in academic advising, creating an atmosphere in which students and faculty may voice opinions and exchange ideas, and assessing student learning at the law school;
- (3) Engaging in scholarship, as defined by the law school;
- (4) Service to the law school and university community, including participation in the governance of the law school, curriculum development, and other institutional responsibilities described in the Standards;
- (5) Service to the profession, including working with judges and practicing lawyers to improve the profession; and
- (6) Service to the public, including participation in pro bono activities.

(b) The law school shall periodically evaluate the extent to which the faculty discharges its core responsibilities under the law school's policies and the contributions of each full-time faculty member to meeting the core responsibilities of the faculty.