

2010 Guidelines

Compliance with the Law School Transparency (“LST”) Official Standard serves to authorize a law school’s use of LST’s List Certification Mark (the “Mark”). These Guidelines outline the minimum reporting obligations necessary for Mark authorization, and anticipate problems that the Standard’s components may cause your school while fulfilling the obligations.

- I. Supplemental Information
- II. List Basics
- III. The Complete Job List
- IV. The Complete Salary List
- V. Contact
- VI. Dean’s Warranty

If a school does not meet any of the following policies and procedures, that school cannot use the Mark until the school complies. Any optional component is clearly labeled *optional*. Please label each submitted document with the official law school name.

I. Supplemental Information

This additional information provides context to the Job and Salary Lists.

A. Total Class of 2010 Graduates

Provide the total number of Class of 2010 graduates. Consistent with the ABA, U.S. News, and NALP reporting requirements, a graduate from the Class of 2010 is conferred a J.D. or an equivalent primary professional degree between September 1, 2009 and August 31, 2010. This includes all graduates, part-time and full-time, from the fall, winter, spring, summer, or any other term. This excludes LL.M, S.J.D., and other law degrees that do not serve as the primary professional degree in the United States.

B. Supplemental Context

Please attach any additional data or information that your school thinks can provide greater context. Nobody knows the realities of a school’s placement opportunities better than the school itself. This supplemental data or information can be useful for explaining trends on the Lists that your school does not consider indicative of the employability of your graduates. You may also submit other information regarding employment prospects at your school, such as satisfaction surveys. Supplemental data and information will accompany the Lists.

Example 1: “A survey of the entire Class of 2010 asking about the graduates’ job outcome satisfaction provides that S% said they are totally satisfied . . . , and U% said they are totally unsatisfied. The survey response rate for this item was R%.”

Example 2: “A survey of the entire Class of 2010 asking about the source of the graduates’ job outcome provided that F% interviewed during a 2L fall OCI program organized by the career services office, J% interviewed at a job fair or

consortia, T% used a temporary placement agency or legal search consultant, The survey response rate for this item was R%.”

Example 3: “A survey of the entire Class of 2010 asking whether the graduate is currently seeking another job provides that S% are currently seeking other employment. The survey response rate for this item was R%.”

Example 4: “Although only F% of the Class of 2010 are working as full-time associates at law firms as of February 15, 2011, significantly more graduates received associate offers but instead chose to pursue other opportunities. The total percentage of Class of 2010 graduates who received an offer as a full-time associate is R%.

II. List Basics

Every single Class of 2010 graduate must have one, and only one, entry on both the Job List and the Salary List. The total entries on each List equals the number reported for “Total Class of 2010 Graduates,” **I.A.** Each entry must include data for every List component, unless explicitly exempted by these Guidelines.

A. *Post-Graduation Outcomes*

The Job List and Salary List represent only post-graduation outcomes (“PGO(s)”). A PGO reflects what a graduate is doing as of February 15, 2010.

Examples: John has a temporary job working for a public interest group. Kelly volunteers for LST. Lee is unemployed and (not) seeking work. Maria is pursuing an LL.M. These are all PGOs.

PGOs do not include what a graduate could have done but for deciding to do something else.

Example: Natasha received an offer to work for ABC law firm, but decided to clerk for the N.D. Cal. instead. Natasha’s firm offer is not a PGO.

PGOs include a job that the graduate held during school that will continue after graduation.

Example: Omer worked full-time for a large accounting firm while attending law school part-time. It does not matter whether Omer holds the same position before and after graduating law school. It only matters that the accounting firm employs Omer on February 15, 2010.

A graduate may have multiple PGOs.

Example: Kelly works full-time for ABC law firm and volunteers for LST. Kelly has two PGOs.

PGOs include a narrow exception for deferred graduates. *See* Deferred Graduates, **II.E.**

B. *One Post-Graduation Outcome Entry*

While graduates may have multiple PGOs as of February 15, 2011, and each PGO is an eligible entry, no graduate can have more than one entry on either List.

Example: Perry works for ABC law firm part-time and DFG Corporation part-time. Both jobs are PGOs, **II.A.**, but only one job may be reported on these Lists.

It is non-compliant to record some components about one outcome and other components about another outcome.

Example: Perry works for ABC law firm part-time and DFG Corporation part-time. It is non-compliant to record Perry's salary from ABC law firm and John's employer type or name from DFG Corporation.

C. *Choosing Among Eligible Entries*

There are no mandatory procedures for choosing among eligible entries.

D. *Employment Status*

A graduate's entry may be described as one of four employment status categories. Every graduate must be included in one of these four categories. The category determines how to record a graduate's PGO entry. Please determine this prior to recording the remaining components.

A graduate's employment status is **Employed** if the graduate's PGO is a job. This includes, but is not limited to, temporary positions, unpaid positions, and permanent positions.

A graduate's employment status is **Unemployed** if the graduate does not have a job of any kind and is not enrolled in a full-time degree program. This includes graduates who are seeking work, not seeking work, and studying full-time for the bar.

A graduate's employment status is **Degree Program** if the graduate is pursuing a degree full-time.

A graduate's employment status is **Unknown** if the graduate could not be tracked down or reliably described by somebody "in the know." *See* Reporting Generally, **II.F.** Based on NALP data from recent years, this is a rare circumstance.

E. *Deferred Graduates*

Report as **Employed** graduates who have accepted a position with a law firm, but that law firm deferred the graduate's start date beyond February 15, 2011. Please record the details of the law firm job rather than whatever the graduate might do during the interim. If the deferral turns into a rescinded job offer prior to February 15, 2011, report the

graduate as **Unemployed**, unless he or she has a different job as of February 15, 2011. This parallels NALP's new policy for the Class of 2009. Learn more [here](#).

Example 1: Lee's law firm deferred his start date to March 2011. Report Lee as **Employed** so long as the firm does not rescind the offer.

Example 2: Lee's law firm rescinded his offer prior to February 15, 2011, but Lee is working for a local NGO. Lee should still be reported as **Employed**, and the data should follow that of the local NGO.

This does not include graduates who accepted a clerkship position with a judge for a later term.

Example: Lee's law firm rescinded his offer prior to February 15, 2011, but fortunately secured a clerkship position to start in September 2011. In the meantime, Lee did not have another job. Report Lee's employment status as **Unemployed**.

F. *Reporting Generally*

Answers can change, and as with NALP and U.S. News, schools are expected to verify that all information is accurate as of the reporting deadline. If you collected data at graduation and you are aware or should be aware that circumstances have changed for some graduates, you should seek to revise the data accordingly. This includes following up with graduates who were not working at graduation, with graduates known to have had a short-term commitment, and with graduates for whom you did not have any data. When you receive updated data on a graduate, replace all entry data to describe the new PGO.

Please review the data for accuracy and validity prior to submitting to LST. Graduates may not classify themselves correctly as to employment status and/or employer type, so adjustments may be necessary to conform with LST definitions. Salaries that seem unusual based on your knowledge of the legal market also warrant a follow-up.

As with existing reporting standards, compiling data does not end with graduate surveys. Schools may obtain information from second-hand sources when necessary. For example, it is appropriate to rely on data gathered from reliable classmates, friends, family members, and faculty. According to NALP, graduates may be particularly reluctant to provide salary information, but often such information is a matter of public record. Public information can be used, even if it did not come directly from the graduate.

G. *Opt-Out Exemption*

The Opt-Out Exemption ("Exemption") affords your school latitude to exclude some of a graduate's data. The Exemption applies only if the graduate explicitly declines that their data or part of their data be shared with LST. Record each exempted component as "Exempted."

III. Complete Job List

This List describes important features of each graduate's post-graduation outcome.

A. *Component: Employer Type*

Employed: Using NALP's definitions, record *Employer Type* as one of the following: "Law Firm," "Business and Industry," "Government," "Public Interest," "Judicial Clerkship," or "Academia." Jobs qualify for each category regardless of whether they are legal or non-legal because these categories describe the employer rather than the job.

Example: Perry obtains a position as a support staff member at a small law firm to help get his foot in the door in case the law firm decides to hire new lawyers. Although the position is non-legal, record "Law Firm."

If the graduate did not report *Employer Type*, and it is unreasonable to generate an accurate response from a reliable source, record "Unknown."

Unemployed: Record *Employer Type* as "Unemployed – seeking" or "Unemployed – not seeking."

Example: Isabella is studying full-time for the bar, without a side job, while sending resumes to potential employers. Record "Unemployed – seeking."

Degree Program: Record *Employer Type* as "FT Degree."

Unknown: Record *Employer Type* as "Unknown."

B. *Component: Employer Name*

Employed: Record *Employer Name* as the full name of the employer. If the graduate did not report *Employer Name*, and it is unreasonable to generate an accurate response from a reliable source, record "Unknown."

Degree Program: Record *Employer Name* as "N/A." *Optional:* record the degree-granting institution.

Example: "Kenan-Flagler Business School at The University of North Carolina at Chapel Hill."

Unemployed, Unknown: Record "Employer Name" as "N/A."

C. *Component: Position*

Employed: Record *Position* as one word or a short phrase that accurately describes the graduate's role and hierarchical position with the employer. The examples below are not exhaustive, but show the level of particularity *Position* requires.

Examples: “Attorney,” “Associate,” “Career Clerk,” “Contract Attorney,” “Financial Analyst,” “Founder,” “Law Librarian,” “Legal Intern,” “Legal Secretary,” “LSAT Tutor,” “Musician,” “Patent Agent,” “Paralegal,” “Policy Intern,” “Policy Specialist,” “Professional Athlete,” “Research Assistant,” “Solo Practitioner,” “Term Clerk.”

Not: “Employee,” “Staff,” “Worker.”

If the graduate did not report *Position*, and it is unreasonable to generate an accurate response from a reliable source, record “Unknown.”

Degree Program: Record *Position* as “N/A.” *Optional:* record the degree sought.

Example: “M.B.A.”

Unemployed, Unknown: Record *Position* as “N/A.”

D. **Component:** *Credentials*

Employed: Record *Credentials* as “Bar Required,” “J.D. Preferred,” “Professional,” or “Other.” If the graduate did not report *Credentials*, and it is unreasonable to generate an accurate response from a reliable source, record “Unknown.”

Jobs requiring bar admission include, in addition to attorney and corporate counsel positions, law clerks and judicial clerks. Examples of jobs for which a J.D. is preferred (and may even be required) include corporate contracts administrator, alternative dispute resolution specialist, government regulatory analyst, FBI special agent, policy specialist, jobs with legal publishers, and jobs in a law school career services office. The professional category includes jobs that require professional skills or training, but for which a J.D. is neither preferred nor particularly applicable, such as accountant, teacher, business manager, nurse, engineer, etc. If none of the above categories apply, and “Unknown” is inappropriate, record “Other.” Examples of these jobs include waiter, sales associate, and LSAT tutor.

Unemployed, Degree Program, Unknown: Record *Credentials* as “N/A.”

E. **Component:** *Full-Time / Part-Time*

Employed: Record *Full-Time / Part-Time* as “FT” for full-time jobs or “PT” for part-time jobs. If the graduate did not report *Full-Time / Part-Time*, and it is unreasonable to generate an accurate response from a reliable source, record “Unknown.”

Unemployed, Degree Program, Unknown: Record *Full-Time / Part-Time* as “N/A.”

F. **Component:** *Office Location*

Employed: Record *City, State, Country* as three (3) separate columns. If the graduate did not report any part of the *Office Location*, and it is unreasonable to generate an accurate response from a reliable source, record “Unknown.”

Example: Lee works in Boise, Idaho.

City	State	Country
Boise	Idaho	United States

If the country is divided into regions, provinces, or any other entity that parallels a state, record it under *State*.

Example: Lee works in Calgary, Canada.

City	State	Country
Calgary	Alberta	Canada

If any column is not applicable, record that column as “N/A.”

Example: Lee works for the Peace Corps in Peru.

City	State	Country
N/A	N/A	Peru

Unemployed, Degree Program, Unknown: Record *City, State, Country* as “N/A.” Please do not record a school’s location here. If needed to resolve ambiguity, please be more specific under the *Employer Name* component.

G. **Component:** *Journal Status*

This component refers to the law journal graduates participated on while students. Record *Journal Status* as either “Primary,” “Secondary,” “None,” or “Unknown.”

The “Primary” journal is the publication your school considers to be the highest measure of academic strength. Typically this will be the school’s Law Review. Specialized journals and other like-publications constitute “Secondary” journals.

Please do not record the journal name. Only designate whether the graduate was on a primary journal, secondary journal, or no journal. While multiple journals may qualify as secondary, only one publication can be the primary journal.

If the graduate did not report *Journal Status*, and it is unreasonable to generate an accurate response from a reliable source, record “Unknown.”

H. **Component:** *Salary Source*

Employed: Record *Salary Source* as “Employer,” “Other,” or “Unpaid.” This reflects who pays the graduate to work. If the only salary source is the entity listed under *Employer Name*, record “Employer.”

Example: Kevin’s law firm pays him \$50,000 annually. The law firm is Kevin’s only source of compensation for working at the law firm. Record *Salary* “Employer.”

If there is no salary paid—including hourly wages—record “Unpaid.”

Example: Kevin has an unpaid internship with a congressional campaign. Kevin receives no compensation for this internship from any source. Record “Unpaid.”

If the graduate is paid only by the school, through a fellowship or grant, or some source other than the entity listed under *Employer Name*, record “Other.”

Example: Kevin has an unpaid internship with a congressional campaign, but qualifies for his school’s service initiative, which pays him \$1000 per month for one year. Record “Other.”

If the graduate’s salary is partially paid by the entity listed under *Employer Name* and partially by another entity, record whichever pays the most.

Example: Reggie’s job at a public interest group pays \$50,000. The group pays \$40,000 and a grant pays the other \$10,000. Record “Employer.”

If the graduate’s salary is paid by multiple entities, and does not include the entity listed under *Employer Name*, record *Salary Source* as “Other.”

Example: Reggie’s job at a public interest group pays \$50,000. A grant pays \$40,000 and the school pays the other \$10,000. Record “Other.”

Optional: If the graduate’s salary is paid by an entity other than the one listed under *Employer Name*, you may list the entity and/or fellowship/grant’s name.

Example 1: Reggie receives a Skadden Fellowship to work for a public interest group. You may record “Other: Skadden Fellowship.”

Example 2: Reggie receives a post-graduate grant from the law school. You may record “Other: School Grant.”

Unemployed, Degree Program, Unknown: Record *Salary Source* as “N/A.”

IV. Complete Salary List

This List shows salary outcomes with geographical context to allow readers to compare salaries with cost-of-living estimates in mind.

- A. **Component:** *Employer Type*
See Complete Job List, **III.A.**
- B. **Component:** *Office Location*
See Complete Job List, **III.F.**
- C. **Component:** *Full-Time / Part-Time*

See Complete Job List, **III.E.**

D. **Component:** *Salary*

Employed: Record *Salary* as the job's annual starting salary of the reported PGO. *Salary* does not include items such as a bar stipend, signing bonus, potential bonus, or contingent income.

Example: Quinn has been deferred at ABC Law Firm. Her salary at ABC Law Firm, as reported to NALP and on her offer letter, is \$160,000. ABC Law Firm provided Quinn a \$60,000 stipend to work for a public interest group. Consistent with **II.E.**, and provided that ABC Law Firm is the reported PGO entry, record "\$160,000."

Do not record aggregate salaries of partners, multiple jobs, or any other income besides the salary paid by the salary source(s).

Example 1: Quinn's job at Law Firm ABC pays \$160,000. Quinn's partner makes \$40,000. Quinn has an additional \$25,000 of supplemental income. Record "\$160,000."

Example 2: Reggie's job at a public interest group pays \$50,000. The group pays \$40,000 and a grant pays the other \$10,000. Record "\$50,000."

In general, record the starting salary even if the graduate received a raise before February 15. If, however, the salary increased as a result of passing the bar, record the higher salary. Additionally, if the salary increased or decreased as a result of a universal raise or pay cut, record the new salary.

Example 1: ABC Law Firm increases first year associates' annual starting salary from \$145,000 to \$160,000 before February 15. Record "\$160,000" in lieu of the previously recorded "\$145,000."

Example 2: ABC Law Firm decreases first year associates' annual starting salary from \$85,000 to \$73,000 before February 15. Record "\$73,000" in lieu of the previously recorded "\$85,000."

If the job is unpaid, record *Salary* as "Unpaid." If the job is paid hourly and is full-time, compute the annual salary based on the hourly rate for 2000 hours unless the graduate provides more precise information. If the job is paid hourly and is part-time, compute the annual salary based on the hourly rate for 1200 hours unless the graduate provides more precise information. If a graduate works part-time in more than one position, enter only the annualized salary for one PGO.

Example: Natasha works part-time as an LSAT Tutor for \$15 per hour and bartends on the weekends for significantly more while she looks for more

permanent legal work. If Natasha's entry on the Lists reflects her position as an LSAT Tutor, record \$18,000 (\$15 x 1200 hours) unless a precise salary is known.

Unemployed, Degree Program, Unknown: Record *Salary* as "N/A."

V. Designated Contact Information

Please designate a point of contact to communicate with LST about LST's procedures. This is important for streamlining communications. LST will hold the contact's identity as strictly confidential. To submit, please fill out and return the attached form to lawschooltransparency@gmail.com. To send via certified mail, please email lawschooltransparency@gmail.com to request LST's mailing address.

VI. Dean's Warranty

The Dean must certify the data and information provided to LST and initial next to each part of the Standard. To submit, please fill out and return the warranty to lawschooltransparency@gmail.com. To send via certified mail, please email lawschooltransparency@gmail.com to request LST's mailing address.

Supplemental Information

School Name: _____

Total Graduates from September 1, 2009 to August 31, 2010: _____

If your school would like to supplement the data and information provided with an explanation for a particularly high unemployment or unknown rate, or anything else relating to the data and information provided to LST, we encourage you to do so fairly and transparently in the space below. If more space is needed, please clearly label and attach the addition(s). Any supplement will appear on your school's page on our website, <http://www.lawschooltransparency.com>.

Supplemental page(s) attached If checked, how many pages are attached? _____

SAMPLE JOB LIST

School: Zeta Law School

Employer Type	Employer Name	Position	Creds	FT/PT	Office Location			Salary Source	Journal
					City	State	Country		
Academia	Zeta Law School	Law Librarian	Profess.	PT	Los Angeles	CA	USA	Employer	Secondary
Business	DFG Corporation	ADR Specialist	JD Pref.	PT	Salem	OR	USA	Employer	Secondary
Business	DFG Corporation	Patent Agent	JD Pref.	FT	Los Angeles	CA	USA	Employer	None
Business	Unknown	Bartender	Other	FT	Sacramento	CA	USA	Employer	Primary
Business	DFG Corporation	Counsel	Bar Req.	FT	Salem	OR	USA	Employer	Primary
Business	Self-Employed	Actor	Other	FT	Los Angeles	CA	USA	Other	Primary
Clerkship	C.D. Cal.	Term Clerk	Bar Req.	FT	San Francisco	CA	USA	Employer	None
FT Degree	Zeta Bus. School	LLM Degree	N/A	N/A	N/A	N/A	N/A	N/A	Primary
Government	CA Comptroller	Attorney	Bar Req.	FT	Los Angeles	CA	USA	Employer	Primary
Law Firm	ABC Law Firm	Associate	Bar Req.	FT	Los Angeles	CA	USA	Employer	Secondary
Law Firm	ABC Law Firm	Associate	Bar Req.	FT	Los Angeles	CA	USA	Other	None
Law Firm	ABC Law Firm	Associate	Bar Req.	FT	Denver	CO	USA	Employer	None
Law Firm	ABC Law Firm	Associate	Bar Req.	FT	Denver	CO	USA	Other	Secondary
Law Firm	ABC Law Firm	Associate	Bar Req.	FT	Davis	CA	USA	Employer	None
Law Firm	ABC Law Firm	Associate	Bar Req.	FT	Los Angeles	CA	USA	Employer	None
Law Firm	ABC Law Firm	Associate	Bar Req.	FT	Los Angeles	CA	USA	Employer	Primary
Law Firm	ABC Law Firm	Associate	Bar Req.	FT	Los Angeles	CA	USA	Employer	Secondary
Law Firm	ABC Law Firm	Associate	Bar Req.	FT	Seattle	WA	USA	Other	Primary
Law Firm	ABC Law Firm	Associate	Bar Req.	FT	Salem	OR	USA	Employer	None
Law Firm	ABC Law Firm	Associate	Bar Req.	FT	Los Angeles	CA	USA	Other	None
Law Firm	ABC Law Firm	Patent Agent	JD Pref.	FT	Seattle	WA	USA	Employer	None
Law Firm	ABC Law Firm	Associate	Bar Req.	FT	Seattle	WA	USA	Employer	None
Law Firm	ABC Law Firm	Associate	Bar Req.	FT	Los Angeles	CA	USA	Employer	None
Public Int.	P.I. Org.	Policy Analyst	JD Pref.	PT	Davis	CA	USA	Employer	None
Public Int.	P.I. Org.	Attorney	Bar Req.	PT	Portland	OR	USA	Employer	Primary
Public Int.	P.I. Org.	Gov't Relations	JD Pref.	FT	Eugene	OR	USA	Employer	None
Unemployed- not seeking		N/A	N/A	N/A	N/A	N/A	N/A	N/A	Primary
Unemployed- seeking		N/A	N/A	N/A	N/A	N/A	N/A	N/A	None
Unknown	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Secondary

NOTE: we used shorthand only to get this on one page.
Official Lists must comply with the certification mark guidelines.

SAMPLE SALARY LIST

School: Zeta Law School

Employer Type	Office Location			FT/PT	Salary
	City	State	Country		
Law Firm	Davis	CA	USA	FT	Unknown
Public Int.	Davis	CA	USA	PT	Unknown
Law Firm	Los Angeles	CA	USA	FT	\$90,000
Law Firm	Los Angeles	CA	USA	FT	\$160,000
Government	Los Angeles	CA	USA	FT	\$45,000
Law Firm	Los Angeles	CA	USA	FT	\$160,000
Law Firm	Los Angeles	CA	USA	FT	\$35,000
Law Firm	Los Angeles	CA	USA	FT	\$145,000
Law Firm	Los Angeles	CA	USA	FT	\$125,000
Business	Los Angeles	CA	USA	FT	Unknown
Law Firm	Los Angeles	CA	USA	FT	Unknown
Academia	Los Angeles	CA	USA	PT	\$85,000
Business	Los Angeles	CA	USA	FT	\$75,000
Business	Sacramento	CA	USA	FT	\$75,000
Clerkship	San Francisco	CA	USA	FT	\$55,000
Law Firm	Denver	CO	USA	FT	\$115,000
Law Firm	Denver	CO	USA	FT	Unknown
Public Int.	Portland	OR	USA	PT	\$40,000
Public Int.	Eugene	OR	USA	FT	Unknown
Business	Salem	OR	USA	PT	Unknown
Law Firm	Salem	OR	USA	FT	\$30,000
Business	Salem	OR	USA	FT	Unknown
Law Firm	Seattle	WA	USA	FT	\$115,000
Law Firm	Seattle	WA	USA	FT	Unknown
Law Firm	Seattle	WA	USA	FT	\$115,000
FT Degree	N/A	N/A	N/A	N/A	N/A
Unemployed- seeking	N/A	N/A	N/A	N/A	N/A
Unemployed- not seeking	N/A	N/A	N/A	N/A	N/A
Unknown	N/A	N/A	N/A	N/A	N/A

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LAW SCHOOL TRANSPARENCY
DESIGNATED CONTACT INFORMATION
CONFIDENTIAL

Please include the name, position and contact information of the person responsible for collecting and returning the documentation needed to comply with the Official LST Standard. Please see the Guidelines for details on the level of confidentiality.

Name: _____

Position: _____

School Name: _____

Email Address: _____

Phone Number: _____

Return by February 22, 2011 to lawschooltransparency@gmail.com

LAW SCHOOL TRANSPARENCY
OFFICIAL STANDARD WARRANTY
DEAN'S SIGNATURE PAGE

	Dean's Initials
Supplemental Information	_____
Complete Job List	_____
Complete Salary List	_____
Designated Contact Information	_____

I hereby certify that the data and information provided within to be a complete and accurate representation of this law school.

Dean's Signature: _____

Printed Name: _____

School Name: _____

Date: _____

Return by February 22, 2011 to lawschooltransparency@gmail.com
