

## **MEMORANDUM**

To: Council of the Section of Legal Education and Admissions to the Bar

From: Dean Art Gaudio, Chair, Questionnaire Committee

Re: Report on Annual Questionnaire Technology Question Additions

Date: June 3, 2011

As part of its regular review of the various questions in the Annual Questionnaire, the Committee decided to propose the addition of five new questions to Part 7 on Information Technology.

One question requests information on the number of networked wired and wireless printers to which students have access.

The remaining four questions deal with the technology services provided to students and faculty. Two of the questions inquire into what technology services and training are available to students and faculty. The other two questions inquire into the technology office hours that are available to students and faculty.

The Committee proposes these questions to be added to the 2011-12 Annual Questionnaire. A copy of the Technology Section Additions are attached.

## Attachment

### Technology Section Additions

1. Number of network printers:

Wired

Wireless

2. What technology services and training are available to students? If yes, please list:

3. What technology services and training are available to faculty? If yes, please list:

4. What are the technology office hours for students?

5. What are the technology office hours for faculty?

## **MEMORANDUM**

To: Council of the Section of Legal Education and Admissions to the Bar

From: Dean Art Gaudio, Chair, Questionnaire Committee

Re: Report on Foreign Summer New and Site Visit Questionnaires

Date: June 3, 2011

In the fall of 2010, the Foreign Program Subcommittee of the Accreditation Committee proposed to the Questionnaire Committee a revision of the Foreign Summer/Intercession Programs New Program Questionnaire and the Foreign Summer/Intercession Programs Site Visit Questionnaire. As a part of that proposal, it is proposed that these questionnaire now become online questionnaires rather than the traditional paper questionnaires previously used.

The revised questionnaires substantially follow the format and content of the previous paper questionnaires. However, they have been changed to better fit current issues and methodologies. They continue to conform to and cite the Criteria for Approval of Foreign Programs.

It is proposed that these questionnaires be adopted and used as online questionnaires beginning with the 2011-12 academic years. The New Program Questionnaire is attached as Attachment 1 and the Site Visit Questionnaire is attached as Attachment 2.

## FOREIGN SUMMER/INTERSESSION PROGRAMS NEW PROGRAM QUESTIONNAIRE

### IMPORTANT

An ABA-approved law school seeking to establish a **NEW FOREIGN SUMMER or INTERSESSION PROGRAM** must complete and submit this Questionnaire to the Consultant's Office no later than **October 1** (March 1 for Intersession Programs) of the year preceding the start of the new program. This program may not be conducted without the Accreditation Committee's prior approval.

### INSTRUCTIONS

The questionnaire should be completed no later than **October 1** (March 1 for Intersession Programs) of the year preceding the start of the new program. Please submit an electronic copy via email to [jr.clark@americanbar.org](mailto:jr.clark@americanbar.org).

**Foreign Summer and Intersession Program  
New Program Questionnaire  
2010-2011**

**General Program Information**

**1. Name of ABA-approved Sponsoring School [Or Lead School if more than one sponsoring school.]**

**2. Name of ABA-approved Co-sponsoring School(s), if applicable**

- 1.
- 2.
- 3.

**3. Location of Program [List all program location(s) if more than one.]**

- 1.
- 2.
- 3.

**4. Program Website address**

**5. Program dates - orientation, classes, examinations**

<b>Session One</b>		<b>Session Two</b>	
<b>Orientation</b>	_____	<b>Orientation</b>	_____
<b>Classes begin</b>	_____	<b>Classes begin</b>	_____
<b>Classes end</b>	_____	<b>Classes end</b>	_____
<b>Examinations</b>	_____	<b>Examinations</b>	_____

**6. Externship dates, if offered.**

<b>Externships begin</b>	_____
<b>Externships end</b>	_____

7. Provide the name of the Host Institution, if any, and an overview of the agreement between foreign host institution and the sponsoring school(s) with respect to the provision of services and use of facilities. [Do not include financial information.] Indicate if the agreement is in writing and when the agreement was last reviewed.
8. Describe any internal agreement between the sponsoring schools, if there is more than one sponsoring school.

### I. The Program

1. Describe the approval process of the academic content of the program by the faculty of (each of) the sponsoring school(s). Indicate the date the program was last approved by the faculty of the sponsoring school(s). [Criterion I.A.]
2. Explain how the academic content of the program meets the same standards as the on-campus programs of (each of) the sponsoring school(s). Is the academic content approved in the same manner as the curriculum of (each of) the sponsoring schools' on-campus programs? [Criteria I.B. and I.C.]
3. Explain how the evaluation of student performance meets the same standards as the on-campus programs of the sponsoring school(s). [Criterion I.C.]
4. Describe how a substantial portion of the program relates to the socio-legal environment of the host country or has an international or comparative focus. [Criterion I.D.]

### II. Faculty and Staff

1. Provide the name and qualifications of the On-Site Program Director(s). Does the Program Director have experience with the same or a similar program or possess a background that is an adequate substitute for such experience? If there are co-directors or directors who serve consecutively during the program, provide information about each Program Director. [Criterion II.B.]
2. Will a Program Director be on-site for the entire program, and not participating concurrently in another program? [Criterion II.B.]
3. Provide the name of the tenured, tenure-track or full-time faculty member from one of the ABA sponsoring schools who will be present onsite for the duration of the program. [This may be the

same person as the Program Director.] Describe how this faculty member is well qualified by experience to provide leadership for the program. If there are faculty members who will serve consecutively in this position during the program, provide information about each faculty member. [Criterion II.A.]

4. Provide the name and qualifications of the member of the full-time program faculty or on-site staff who is fluent in both English and the language of the host country and familiar with the country in which the program is located. [Criterion II.D.]
5. Describe the academic credentials of the faculty members from the sponsoring law school(s). [Criterion II.A and II.C.]
6. Describe how the faculty members who are not from the sponsoring law school(s) will be appointed. [Criterion II.C.] *Note, in particular: Faculty members who are not from the sponsoring law school(s) shall possess academic credentials equivalent to those of the faculty at the sponsoring law school(s) and must be approved to teach in the program in the same manner as required for an adjunct faculty appointment at the sponsoring law school(s).*
7. Describe the academic credentials of faculty members who are not from the sponsoring school(s). Are their credentials equivalent to those of the faculty at the sponsoring school(s)? [Provide brief biographies.] [Criterion II.C.]

### III. Administration

1. Describe administrative staffing/services at the home campus and provide the name of the director, coordinator or administrator at the home campus of the sponsoring school(s). [Criterion III.A.]
2. Describe administrative services that will be provided on-site. [Criterion III.A.]
3. Describe the administrative offices (or other mechanism) onsite through which students will be able to communicate effectively with staff and faculty in a timely manner. [Criterion III.B.] *Note, in particular: Students must be provided with the name and contact information of the program director or another responsible person on-site who can be reached at all times during the program.*

### IV. Educational Program

1. Provide a brief description of the courses that will be offered. [Criterion IV.A.]

**2. Provide information about the courses that will be offered in the following chart:**

*See Criterion IV.A.2 and 3: no student shall receive more than 1.5 semester credit hours for each week of the program; and no student shall be in class more than a total of 220 minutes per day.*

Course Title	Professor(s)	Number of Students Enrolled	Class Days and Times; Total Classroom Time* (In Minutes)	Credits Earned	Type of Exam

*\*Time for reading periods and examinations may not be included in this computation. Be sure to indicate how each class received the required 700 minutes per credit hour, excluding breaks, as required by Criterion IV.B.*

**3. Describe the class attendance policy and how it will be enforced. [Standard 304(d)]**

**4. If instruction will be conducted in a foreign language, indicate whether translation will be provided simultaneously or consecutively. If translation will be conducted consecutively, indicate how the class minutes will be calculated. [Criterion IV.C.]**

**5. If an externship program will be offered, describe the following:**

**a: Faculty supervision for the externship program**

**b: How the requirements of Standards 305(d) and (e) will be satisfied (i.e., a clear statement of goals and methods; adequate instructional resources to supervise program and be available to students; clearly articulated methods for evaluating student performance involving both a faculty member and a field placement supervisor; methods for selecting, training, evaluating and communicating with field placement supervisors; periodic review following the school's established procedures for approval of the curriculum). [Criterion IV.D.]**

**If distance education is included, describe how the program complies with Standard 306. [Criterion IV.E.]**

**6. Provide detail regarding visits to legal institutions, including dates and locations of the visits. If academic credit will be awarded for any visits to legal institutions, describe how the content of**



**the visit is academic in nature and specifically related to the class for which the credit was awarded. [Criterion IV.H.]** *Note, in particular: The program shall include at least two visits to legal institutions in the host country.*

- 7. Describe whether library resources will be required, and if so, the extent to which they will be available. [Criterion IV.I. and VI.D.]**
  
- 8. Will the students have an opportunity at or shortly after the conclusion of the program to evaluate in writing both: 1) the study abroad program itself; and, 2) the faculty and courses offered in the program? [Attach a copy of the evaluation form(s) that will be used.] [Criterion IV.J.]**

## **V. Students**

- 1. Describe the criteria for admission to the program. [Criterion V.A. and V.B.]** *Note, in particular: Students enrolling in a foreign summer or intersession program for credit toward a J.D. degree must have completed at least one year of full- or part-time law study at an ABA-approved law school or a law school described in Standard 506(a)(1) prior to enrolling.*
  
- 2. Will all students be required to furnish a letter from their dean or registrar certifying their current good standing? [Criterion V.C.]**
  
- 3. Indicate the maximum number of students permitted to be enrolled in the program. [Criterion V.C. and I.E.]**
  
- 4. Will students from non-sponsoring schools be permitted to enroll in the program? [Criterion V.D.]**
  
- 5. Will students from foreign countries be permitted to enroll in the program? [Criterion V.D.]**

## **VI. Facilities/Administration/Housing/Finances**

### **A. Physical Facilities**

- 1. Describe work space available for faculty. [Criterion VI.A.]**
  
- 2. Describe classroom facilities. [Criterion VI.B.]**

3. Describe available teaching equipment. [Criterion VI.C.]

4. Describe study facilities available to students. [Criterion VI.E.]

#### B. Housing

1. If the program includes housing, describe the housing that will be provided. [Criterion VI.F.]

2. If the housing that will be made available is below the standard normally expected by students at the home campus of the sponsoring school(s), describe how registrants will be informed, and how information regarding the cost of better quality housing in the same area will be provided. [Criterion VI.F.]

3. If the program will not provide housing describe how information about availability and quality of housing will be provided to the students.

#### C. Financial Information

1. What are the projected/actual tuition and fees per student for this program? (Indicate whether tuition and fees are charged on a per student or per credit hour basis.) [Criterion VIII.(13)]

2. What is included in tuition (e.g., course materials, airport transfers, admission fees to program-sponsored field trips, opening and closing banquet/receptions)? [Criterion VIII.(13)]

3. What are the estimated housing and personal expenses per student? [Criterion VIII.(13)]

4. What is the total projected budget for the program? [Criterion VIII.(13)]

5. Report how funding for this program will affect resources for the J.D. program of the sponsoring school(s). If a deficit is projected or occurred, explain how that deficit will be covered or managed. [Criterion I.A.]

#### VII. Cancellation, Change or Termination of Program

1. Describe the circumstances under which the program might be cancelled. [Criterion VII.A.]

2. Describe how the cancellation policies and procedures will be communicated to the students and what arrangements will be made in the event of a cancellation. [Criterion VII.A. and VII.B.] *Note, in particular: For cancellation that occurs after a deposit has been paid, the program director must use his or her best efforts to make arrangements for each student enrolled to attend a similar program, if the student so desires.*
  
3. If changes in the course offerings or other significant aspects of the program occur, describe how applicants who have paid a deposit or registered for the program will be given an opportunity to withdraw and to obtain a full refund of all fees paid. [Criterion VII.B.]
  
4. Describe the methods that will be employed by the sponsoring school(s) to comply with Criterion VII.C. regarding State Department Travel Information, Warnings and Alerts. [Criterion VII.C.]
  
5. Describe the refund policy in the event students are permitted to withdraw as described in Criterion VII.D. [Criterion VII.D.] *Note, in particular: When students are permitted to withdraw, they must receive a full refund of all monies advanced within twenty (20) days after the cancellation or withdrawal.*

VIII. Disclosures	
	Method of Disclosure
Describe how the following disclosures will be provided to prospective registrants for the program. <i>Note, in particular: All disclosures must be made prior to the deposit becoming non-refundable.</i>	
1. Dates, location(s), description of the program, and anticipated enrollment.	
2. The nature of the relationship with the foreign institution other than the provision of facilities and minimal services.	
3. The number of students who participated in the program the previous year from the sponsoring institution and the number from other schools (if the program is open to other students).	
4. Where the program is not limited to students from U. S. law schools, the countries likely to be represented and the number of those students.	
5. Description of each course and number of credit hours.	
6. Schedule of classes with days and times for each class.	
7. Requirements for student performance and grading method.	
8. Enrollment limitations on any courses offered and criteria for enrollment, including prerequisites.	
9. A statement that acceptance of any credit or grade for any course taken in the program, including externships and other clinical offerings, is subject to determination by the student's home school.	

<b>10. Descriptive biography of Program Director.</b>	
<b>11. Descriptive biographies, including academic credentials and experience, of each faculty member responsible for teaching a course or a portion of a course.</b>	
<b>12. Name, address, telephone, e-mail and fax number of an informed contact person at (each of) the sponsoring institution.</b>	
<b>13. Complete statement of all tuition, fees, anticipated living costs, and other expected expenses.</b>	
<b>14. Description and location of classrooms and administrative offices.</b>	
<b>15. The extent to which the country, city, and facilities are accessible to individuals with disabilities.</b>	
<b>16. Information regarding:</b> - circumstances under which the program is subject to cancellation; -how cancellation will be communicated to the students; -what arrangements will be made in the event of cancellation, and-whether the program has been cancelled in prior years.	
<b>17. State Department Travel Information.</b>	
<b>18. Refund policy in the event of student withdrawal as permitted in Section VII, or program cancellation or termination.</b>	

## FOREIGN SUMMER/INTERSESSION PROGRAMS SITE VISIT QUESTIONNAIRE

### IMPORTANT

This Questionnaire is to be completed by an ABA-approved law school for a **FOREIGN SUMMER or INTERSESSION PROGRAM** in the year that the program, subsequent to its initial approval, is scheduled for a program review and site visit. This Questionnaire is to be completed in addition to the Foreign Summer/Intersession Program Annual Questionnaire, which a school must also file by the stated deadline. This supplement, Site Visit Questionnaire must be received in the Consultant's Office no later than **February 1** of the year in which the site visit will take place.

### INSTRUCTIONS

The questionnaire should be completed no later than **February 1** of the year in which the site visit will take place. Please submit an electronic copy via email to [jr.clark@americanbar.org](mailto:jr.clark@americanbar.org).

**Foreign Summer and Intersession Program  
Site Visit Questionnaire**

**General Program Information**

1. Name of ABA-approved Sponsoring School [Or Lead School if more than one sponsoring school.]

2. Name of ABA-approved Co-sponsoring School(s), if applicable

- 1.
- 2.
- 3.

3. Location of Program [List all program location(s) if more than one.]

- 1.
- 2.
- 3.

4. Provide the date of initial ABA approval and the date of the last site visit. Was the program operated in last two consecutive years? [if not, explain]

4a – (Date of initial ABA approval)

4b – (Date of last site visit)

4c – (Operated in the last two consecutive years)

4d – (If not explain)

5. Program Website address

6. Program dates - orientation, classes, examinations

Session One

Orientation \_\_\_\_\_

Classes begin \_\_\_\_\_

Classes end \_\_\_\_\_

Examinations \_\_\_\_\_

Session Two

Orientation \_\_\_\_\_

Classes begin \_\_\_\_\_

Classes end \_\_\_\_\_

Examinations \_\_\_\_\_

7. Externship dates, if offered.

Externships begin \_\_\_\_\_

Externships end \_\_\_\_\_

8. Provide the name of the Host Institution, if any, and an overview of the agreement between foreign host institution and the sponsoring school(s) with respect to the provision of services and use of facilities. [Do not include financial information.] Indicate if the agreement is in writing and when the agreement was last reviewed.
9. Describe any internal agreement between the sponsoring schools, if there is more than one sponsoring school.
10. Discuss any changes in the program (e.g., location, host facility, etc.) since the last site visit. Was ABA approval obtained for any major changes?

### I. The Program

1. Describe the approval process of the academic content of the program by the faculty of (each of) the sponsoring school(s). Indicate the date the program was last approved by the faculty of the sponsoring school(s). [Criterion I.A.]
2. Explain how the academic content of the program meets the same standards as the on-campus programs of (each of) the sponsoring school(s). Is the academic content approved in the same manner as the curriculum of (each of) the sponsoring schools' on-campus programs? [Criteria I.B. and I.C.]
3. Explain how the evaluation of student performance meets the same standards as the on-campus programs of the sponsoring school(s). [Criterion I.C.]
4. Describe how a substantial portion of the program relates to the socio-legal environment of the host country or has an international or comparative focus. [Criterion I.D.]

### II. Faculty and Staff

1. Provide the name and qualifications of the On-Site Program Director(s). Does the Program Director have experience with the same or a similar program or possess a background that is an adequate substitute for such experience? If there are co-directors or directors who serve consecutively during the program, provide information about each Program Director. [Criterion II.B.]
2. Will a Program Director be on-site for the entire program, and not participating concurrently in another program? [Criterion II.B.]

3. Provide the name of the tenured, tenure-track or full-time faculty member from one of the ABA sponsoring schools who will be present onsite for the duration of the program. [This may be the same person as the Program Director.] Describe how this faculty member is well qualified by experience to provide leadership for the program. If there are faculty members who will serve consecutively in this position during the program, provide information about each faculty member. [Criterion II.A.]
4. Provide the name and qualifications of the member of the full-time program faculty or on-site staff who is fluent in both English and the language of the host country and familiar with the country in which the program is located. [Criterion II.D.]
5. Describe the academic credentials of the faculty members from the sponsoring law school(s). [Criteria II.A and II.C.]
6. Describe how the faculty members who are not from the sponsoring law school(s) will be appointed. [Criterion II.C.] *Note, in particular: Faculty members who are not from the sponsoring law school(s) shall possess academic credentials equivalent to those of the faculty at the sponsoring law school(s) and must be approved to teach in the program in the same manner as required for an adjunct faculty appointment at the sponsoring law school(s).*
7. Describe academic credentials of faculty members who are not from the sponsoring school(s). Are their credentials equivalent to those of the faculty at the sponsoring school(s)? [Provide brief biographies.] [Criterion II.C.]

### III. Administration

1. Describe administrative staffing/services at the home campus and provide the name of the director, coordinator or administrator at the home campus of the sponsoring school(s). [Criterion III.A.]
2. Did the sponsoring school(s) receive any student complaints about the substance or administration of the program in the previous year? If yes, describe the complaints and the outcome.
3. Describe administrative services that will be provided on-site. [Criterion III.A.]
4. Describe the administrative offices (or other mechanism) onsite through which students will be able to communicate effectively with staff and faculty in a timely manner. [Criterion III.B.] *Note,*



*in particular: Students must be provided with the name and contact information of the program director or another responsible person on-site who can be reached at all times during the program.*

5. Were students provided with the name and contact information of a person on-site who could be reached at all times during the program?

#### IV. Educational Program

1. Provide a brief description of the courses that will be offered. [Criterion IV.A.]

2. Provide information about the courses that will be offered in the following chart:

*See Criteria IV.A.2 and 3: no student shall receive more than 1.5 semester credit hours for each week of the program; and no student shall be in class more than a total of 220 minutes per day.*

Course Title	Professor(s)	Number of Students Enrolled	Class Days and Times; Total Classroom Time* (In Minutes)	Credits Earned	Type of Exam

*\*Time for reading periods and examinations may not be included in this computation. Be sure to indicate how each class received the required 700 minutes per credit hour, excluding breaks, as required by Criterion IV.B.*

3. Describe the class attendance policy and how it will be enforced. [Standard 304(d)]
4. If instruction will be conducted in a foreign language, indicate whether translation will be provided simultaneously or consecutively. If translation will be conducted consecutively, indicate how the class minutes will be calculated. [Criterion IV.C.]
5. If an externship program will be offered, describe the following:
  - a: Faculty supervision for the externship program
  - b: How the requirements of Standards 305(d) and (e) will be satisfied (i.e., a clear statement of goals and methods; adequate instructional resources to supervise program and be available

to students; clearly articulated methods for evaluating student performance involving both a faculty member and a field placement supervisor; methods for selecting, training, evaluating and communicating with field placement supervisors; periodic review following the school's established procedures for approval of the curriculum). [Criterion IV.D.]

6. If distance education is included, describe how the program complies with Standard 306. [Criterion IV.E.]
7. Provide detail regarding visits to legal institutions, including dates and locations of the visits. If academic credit will be awarded for any visits to legal institutions, describe how the content of the visit is academic in nature and specifically related to the class for which the credit was awarded. [Criterion IV.H.] *Note, in particular: The program shall include at least two visits to legal institutions in the host country.*
8. Describe whether library resources will be required, and if so, the extent to which they will be available. [Criteria IV.I. and VI.D.]
9. Will the students have an opportunity at or shortly after the conclusion of the program to evaluate in writing both: 1) the study abroad program itself; and, 2) the faculty and courses offered in the program? [Attach a copy of the evaluation form(s) that will be used.] [Criterion IV.J.]

## V. Students

1. Describe the criteria for admission to the program. [Criteria V.A. and V.B.] *Note, in particular: Students enrolling in a foreign summer or intersession program for credit toward a J.D. degree must have completed at least one year of full- or part-time law study at an ABA-approved law school or a law school described in Standard 506(a)(1) prior to enrolling.*
2. Will all students be required to furnish a letter from their dean or registrar certifying their current good standing? [Criterion V.C.]
3. Indicate the maximum number of students permitted to be enrolled in the program. [Criteria V.C. and I.E.]
4. Will students from non-sponsoring schools be permitted to enroll in the program? [Criterion V.D.]
5. Will students from foreign countries be permitted to enroll in the program?

[Criterion V.D.]

## **VI. Facilities/Administration/Housing/Finances**

### **A. Physical Facilities**

- 1. Describe work space available for faculty. [Criterion VI.A.]**
- 2. Describe classroom facilities. [Criterion VI.B.]**
- 3. Describe available teaching equipment. [Criterion VI.C.]**
- 4. Describe study facilities available to students. [Criterion VI.E.]**

### **B. Housing**

- 1. If the program includes housing, describe the housing that will be provided. [Criterion VI.F.]**
- 2. If the housing that will be made available is below the standard normally expected by students at the home campus of the sponsoring school(s), describe how registrants will be informed, and how information regarding the cost of better quality housing in the same area will be provided. [Criterion VI.F.]**
- 3. If the program will not provide housing describe how information about availability and quality of housing will be provided to the students.**

### **C. Financial Information**

- 1. What are the projected/actual tuition and fees per student for this program? (Indicate whether tuition and fees are charged on a per student or per credit hour basis.) [Criterion VIII.(13)]**
- 2. What is included in tuition? (e.g., course materials, airport transfers, admission fees to program-sponsored field trips, opening and closing banquet/receptions.) [Criterion VIII.(13)]**
- 3. What are the estimated housing and personal expenses per student? [Criterion VIII.(13)]**

4. What is the total projected budget for the program? [Criterion VIII.(13)]
  
5. Report how funding for this program will affect resources for the J.D. program of the sponsoring school(s). If a deficit is projected or occurred, explain how that deficit will be covered or managed. [Criterion I.A.]

**VII. Cancellation, Change or Termination of Program**

1. Describe the circumstances under which the program might be cancelled. [Criterion VII.A.]
  
2. Describe how the cancellation policies and procedures will be communicated to the students and what arrangements will be made in the event of a cancellation. [Criteria VII.A. and VII.B.] *Note, in particular: For cancellation that occurs after a deposit has been paid, the program director must use his or her best efforts to make arrangements for each student enrolled to attend a similar program, if the student so desires.*
  
3. If changes in the course offerings or other significant aspects of the program occur, describe how applicants who have paid a deposit or registered for the program will be given an opportunity to withdraw and to obtain a full refund of all fees paid. [Criterion VII.B.]
  
4. Describe the methods that will be employed by the sponsoring school(s) to comply with Criterion VII.C. regarding State Department Travel Information, Warnings and Alerts. [Criterion VII.C.]
  
5. Describe the refund policy in the event students are permitted to withdraw as described in Criterion VII.D. [Criterion VII.D.] *Note, in particular: When students are permitted to withdraw, they must receive a full refund of all monies advanced within twenty (20) days after the cancellation or withdrawal.*

<b>VIII. Disclosures</b>	
	<b>Method of Disclosure</b>
Describe how the following disclosures will be provided to prospective registrants for the program. <i>Note, in particular: All disclosures must be made prior to the deposit becoming non-refundable.</i>	
1. Dates, location(s), description of the program, and anticipated enrollment.	
2. The nature of the relationship with the foreign institution other than the provision of facilities and minimal services.	

3. The number of students who participated in the program the previous year from the sponsoring institution and the number from other schools (if the program is open to other students).	
4. Where the program is not limited to students from U. S. law schools, the countries likely to be represented and the number of those students.	
5. Description of each course and number of credit hours	
6. Schedule of classes with days and times for each class.	
7. Requirements for student performance and grading method.	
8. Enrollment limitations on any courses offered and criteria for enrollment, including prerequisites.	
9. A statement that acceptance of any credit or grade for any course taken in the program, including externships and other clinical offerings, is subject to determination by the student's home school.	
10. Descriptive biography of Program Director.	
11. Descriptive biographies, including academic credentials and experience, of each faculty member responsible for teaching a course or a portion of a course.	
12. Name, address, telephone, e-mail and fax number of an informed contact person at (each of) the sponsoring institution.	
13. Complete statement of all tuition, fees, anticipated living costs, and other expected expenses.	
14. Description and location of classrooms and administrative offices.	
15. The extent to which the country, city, and facilities are accessible to individuals with disabilities.	
16. Information regarding: - circumstances under which the program is subject to cancellation; - how cancellation will be communicated to the students; - what arrangements will be made in the event of cancellation, and whether the program has been cancelled in prior years.	
17. State Department Travel Information.	
18. Refund policy in the event of student withdrawal as permitted in Section VII, or program cancellation or termination.	

## **MEMORANDUM**

To: Council of the Section of Legal Education and Admissions to the Bar

From: Dean Art Gaudio, Chair, Questionnaire Committee

Re: Report on Reporting of Law School Placement Data

Date: May 28, 2011

As I reported to you in my Memorandum dated March 8, 2011, during the past year the Questionnaire Committee has been engaged in an extensive process to determine whether more information should be obtained from law schools regarding placement of graduates and made available to readers of the Official Guide. At that time I also reported to you on our ideas regarding what information should be obtained, how to obtain it, and how to provide it in the Official Guide. I am now presenting to you the Committee's final recommendations, which are substantially the same as I reported at that time.

Our objective in selecting, obtaining, and providing these data are several-fold: (1) to provide correct and complete data (a) to law school applicants to assist them in making decisions on whether to go to law school and, if so, which school to attend, and (b) to current law students and recent graduates to assist them in making job decisions; and (2) to obtain and provide this information in a way that will require the least amount of additional, unnecessary effort by law schools, particularly in their career services offices.

In conceptualizing this plan, we propose to “unbundle” job data from salary data and deal with them in two different ways. Our recommendation is to obtain and provide school specific job data, but to use state-wide aggregated salary data of recently hired law school graduates.

### Job Data

As to the job data, our recommendation is to provide information regarding:

- job status -- employed in a job requiring a JD, in a job for which a JD is preferred, in another professional job, in a non-professional job, or in a job of unknown type; pursuing a graduate degree; unemployed – not seeking or unemployed – seeking; and status unknown. We will also provide information as to whether any of the above jobs are funded by the law school or university).
- type of job -- law firms of various sizes; business and industry; government; public interest; judicial clerkships; academia; and employment type unknown.
- employment location -- the three main states where graduates are employed and the number employed in each of those states; and number employed internationally.

Within each of these categories, where appropriate, we also plan to provide data on how many of the jobs are full-time and part-time, as well as information on how many are long-term and short-term. Providing this information about each school in a proscribed format will enable a prospective law student to assess his or her placement potential at each law school at which the applicant is considering application. (Please see the attached form, which shows, in a spreadsheet format, how this data will be presented on the law school pages in the Official Guide.)

In order to populate the data fields for each school we will need to obtain the appropriate information from each school. Currently the National Association for Law

Placement (NALP) works with the career services offices of almost all law schools<sup>1</sup> to administer a survey to law school graduates of the prior year. That survey provides information about each graduate's employment status as of nine months after graduation. Since most law students graduate in May of each year, the survey for each year is due in mid-February of the following year. After NALP obtains the surveys from the respective law schools, it works with the career services offices at those schools to correct any data collection errors and then tabulates the data. By the following June, NALP provides a report to each law school on the placement status of those graduates.

Although the questions asked by NALP on the survey are quite thorough, the information it currently reports to law schools is not a complete reflection of the available data. Since our proposal depends on a much more robust set of data, we have asked NALP to provide an "enhanced" report with data that is sufficient to populate the fields in our proposed reporting form. They have indicated that such a report is possible and have already developed a test sample.

By using these "enhanced" reports provided by NALP to the law schools, we will be able to use the same data that law schools provided to NALP. This will avoid unnecessary and duplicative collection of data and save personnel time and effort in the various law school career service offices. It will also avoid the potential of unwittingly creating divergent information, and the confusion that would result therefrom, if the two organizations (NALP and ABA) were to use different collection processes.

The format of the test sample report that NALP has developed is a printed one and contains data in the fields that the school will have to report on the annual ABA Questionnaire. If that printed format is used, someone in a law school's career services office will have to transcribe the information into the Annual Questionnaire. Although that transcription is not too long and arduous, being a transcription it might lead to error. Consequently, NALP will work with the ABA Data Specialist to provide the data to the law schools in an electronic format. If implemented electronically, data can simply be uploaded through an automated process from each school directly into the Section's web-based Annual Questionnaire.

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<sup>1</sup> NALP has informed us that only three law schools do not participate in this survey.



## Salary Data

The other half of the “unbundled” placement information involves salary data. Although we might obtain and publish school specific salary data, we believe for several reasons, that it provides limited and perhaps confusing information for prospective students.

First of all, the reporting of salary information by graduates is less than complete. This is due to several reasons. First of all, there is a group of graduates who do not respond to the survey at all – those whose status is reported as “unknown.” Consequently, their salary information is not available.

More significantly, however, a substantial portion of those graduates who do report job information do not report salary information. We have been informed that this group may be as large as 50%. Furthermore, those graduates who do report salary data tend to be skewed toward the upper end of the salary spectrum – while graduates at the top end of the spectrum may be “proud” of their salaries and report them on the survey, those at the lower end of the spectrum are not as transparent and tend not to report their salaries. From testimony at our hearings, we understand that for any individual school this may result in an upward skewing of the overall average salary of that school by as much as 20%.

Finally, to assure confidentiality to the graduates, NALP does not report salary data to a school in any particular field if there are less than five data entries (i.e. graduates) in that field. Since the information we are seeking to obtain is quite “granular,” the likelihood that some salary fields for any particular school will have less than five data entries is high, especially at smaller schools.

Instead of reporting school-specific salary data, under our proposal NALP will provide the ABA with aggregated state-wide salary data for each field on our reporting form. Thus, for example, information could be provided about starting salaries at law firms with two to ten lawyers at the 25<sup>th</sup>, 50<sup>th</sup>, and 75<sup>th</sup> percentiles in any particular state. The source of that aggregated data would be graduates from *all* ABA approved law schools who have jobs in the particular state and not just the graduates from a particular law school who have jobs in that state. As a result, in all but the smallest of states, the

reporting of this data would not be hindered by not having sufficient data entries in a particular field. Even though a particular school might not have five reporting graduates in any particular field, the number of graduates reporting from *all* law schools will be sufficient to populate a given field in almost all states.

Furthermore, by avoiding the reporting of a school specific average, this approach is less subject to the upward skewing phenomenon described above. That phenomenon occurs in school specific averages when there is insufficient data in lower salaried job fields to provide averaging data.<sup>2</sup>

By combining the school specific job data with the aggregate state-wide salary data, a prospective law student will be able to obtain a good picture of employment and salary prospects at any particular school. For example, the school specific job data information might disclose that a high portion of the school's graduates obtain jobs at law firms of a particular size. Furthermore, the school specific job data would also reveal that most of the school's graduates obtain employment in State #1, State #2, and State #3. The prospective student could then look up in the aggregated salary charts information at the 25<sup>th</sup>, 50<sup>th</sup>, and 75<sup>th</sup> percentiles of starting salaries in firms of that size in those three states.

### Further Issues

A further issue that the Questionnaire Committee is pursuing is how to assure that information entered in the NALP survey is accurate. In part, this might be done by improving the clarity of some of the questions asked on the NALP survey. We will be working with NALP to identify and clarify those questions. In fact, I have already had some discussions on the importance of this issue with Jim Leipold, the Executive Director of NALP.

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<sup>2</sup> It should be noted that a subcommittee of the Standards Review Committee is considering requesting the schools to supply school specific salary data. The early, very tentative draft of this subcommittee would combine school specific salary data with the school specific job data described above, and both would be reported by the school on its website.

A further step that we might take to assure that correct information is entered into the survey would focus on the entry of that data into the survey. Although the survey is of individual graduates, the information is often entered into the survey by someone in a law school's career services office. Since inputting the data is subject to manipulation, we have some concern that incorrect or advantageous data might be entered. Although suggestions have been forthcoming from a number of interested persons, our ideas in this regard are far from being fully developed. Nevertheless, and merely as an example of a possible response, the ABA might require that annually or at the time of the sabbatical site visit there be random audits of placement data submitted in the annual surveys. If performed at the time of the site visit, these audits might be "informal" and performed by a member of the site team. We have serious concerns, however, with the ability of a site team member to perform this function in the context of a site visit. An alternative might be to require schools, on a random basis, to provide a more "formal" audit performed by a CPA firm of their placement survey responses. These random audits could be performed annually or at the time of the site visit. Obviously, this would involve greater expense and we would have to look at ways that the expense could be minimized and distributed among law schools, whether they are audited or not. Finally, there may be other methods of performing such an audit, or an alternative to it; we will consider them also.

**Questionnaire Committee Placement Data**

Employment Status	Number	Full Time Long/Short	Part Time Long/Short
Employed - bar passage req'd	##/%	##/##	##/##
Employed - JD preferred	##/%	##/##	##/##
Employed - other professional	##/%	##/##	##/##
Employed - non-professional	##/%	##/##	##/##
Employed - job type unknown	##/%	##/##	##/##
Pursuing graduate degree FT	##/%		
Unemployed - not seeking	##/%		
Unemployed - seeking	##/%		
Employment status unknown	##/%		
Total graduates	##/100%		

**Explanation**

## = number for cell; % = percent of total graduates

Of employed - # law school funded

##

##/##

##/##

jobs in this line will be included in one of the "Employed" lines above

Employment Type	Number	Full Time Long/Short	Part Time Long/Short
Law firms	##	##/##	##/##
Solo	##	##/##	##/##
2-10	##	##/##	##/##
11-25	##	##/##	##/##
26-50	##	##/##	##/##
51-100	##	##/##	##/##
101-250	##	##/##	##/##
251-500	##	##/##	##/##
501+	##	##/##	##/##
Unknown	##	##/##	##/##
Business & industry	##	##/##	##/##
Government	##	##/##	##/##
Pub. Int. (inc. Pub. Def.)	##	##/##	##/##
Judicial clerkships	##	##/##	##/##
Federal	##	##/##	##/##
State & local	##	##/##	##/##
Academia	##	##/##	##/##
Employer type unknown	##	##/##	##/##
Total	##	##/##	##/##

**Employment Location**

# in 3 main employ't states

st1/##

st2/##

st3/##

# employed in foreign country

##

st1 = state in which largest # employed; st2 = second largest #; st3 = third largest

## MEMORANDUM

To: Council of the Section of Legal Education and Admissions to the Bar  
From: Dean Art Gaudio, Chair, Questionnaire Committee  
Re: Report on Faculty Composition Questions for Site Evaluation Questionnaire  
Date: June 3, 2011

In the fall of 2010, the Accreditation Committee proposed to the Questionnaire Committee the addition of two sets of questions in chart form to the Site Evaluation Questionnaire. One chart asks for information on faculty recruitment – entry level hires and lateral hires. The second set of two charts asks for information on the composition of full-time law faculty and of non-full time law faculty.

The Faculty Recruitment chart asks for information for the three years prior to the site visit as to entry level and lateral hires. It asks for information as to initial interviews at different locales, campus interviews, offers, and acceptances.

The Faculty Composition charts ask for information on total faculty members and their composition as male, female, and minority. The Full-Time Faculty Composition chart also asks for information as to tenured, tenure track, clinical, LRW, other non-tenure track, and visitors in each of the composition categories. The Non-Full Time Faculty Composition chart asks for total non-full time faculty and their composition as male, female, and minority. It also asks information as to clinical, LRW, doctrinal, and other non-full time faculty in each of the composition categories.

This information has commonly been obtained by site visit teams in a more informal and often on a less consistent basis. The charts regularize the information obtained and asks it on a consistent basis.

The Committee proposes these charts to be added to the Site Evaluation Questionnaire in the 2011-12 academic year. The Faculty Recruitment chart is attached as Attachment 1 and Faculty Composition Chart is attached as Attachment 2.

## Attachment 1

FACULTY RECRUITMENT: ENTRY-LEVEL HIRES (E) AND LATERAL HIRES (L)																		
	20__ - 20__						20__ - 20__						20__ - 20__					
	Total		Women		Minority <sup>1</sup>		Total		Women		Minority		Total		Women		Minority	
	E	L	E	L	E	L	E	L	E	L	E	L	E	L	E	L	E	L
<b>AALS Initial Interviews</b>																		
<b>Campus Initial Interviews<sup>2</sup></b>																		
<b>Other Initial Interviews<sup>3</sup></b>																		
<b>Total Initial Interviews</b>																		
<b>Final Campus Interviews</b>																		
<b>Offers</b>																		
<b>Acceptances</b>																		

<sup>1</sup> Refers to racial and ethnic categories of American Indian or Alaska Native, Asian, Black or African American, Hispanic of any race, Native Hawaiian or other Pacific Islander, or two or more races.

<sup>2</sup> E.g., initial interview is on-campus

<sup>3</sup> E.g., telephone interviews or off-campus meetings

Attachment 2

COMPOSITION OF FULL-TIME LAW FACULTY <sup>4,5</sup>					
		Total	Male	Female	Minority <sup>6</sup>
<b>Tenured</b>					
<b>Tenure Track</b>					
<b>Total</b>					
<b>Clinical Non-Tenure Track Faculty on Contract</b>					
	<b>On Presumptively Renewable Contract for Term of ≥ Five Years</b>				
	<b>On Track to Presumptively Renewable Contract for Term of ≥ Five Years</b>				
	<b>Not on Five Year Presumptively Renewable Contract or Tenure Track</b>				
	<b>Total</b>				
<b>LRW Non-Tenure Track Faculty on Contract (Include only faculty not counted in the Clinical Faculty above)</b>					
	<b>At the Law School for &gt; Four Years</b>				
	<b>At the Law School for Two - Four Years</b>				
	<b>At the Law School for &lt;Two Years</b>				
	<b>Total</b>				
<b>Other Non-Tenure Track Faculty on Contract</b>					
<b>Visitors</b>					
<b>Total Full-Time Faculty</b>					

COMPOSITION OF NON-FULL TIME FACULTY <sup>7,8</sup>					
		Total	Male	Female	Minority <sup>9</sup>
<b>Non-Full Time Clinical Faculty</b>					
<b>Non-Full Time Legal Writing Faculty</b>					
<b>Non-Full Time Doctrinal Faculty</b>					
<b>Other Non-Full Time Faculty</b>					
<b>Total Non-Full Time Faculty</b>					

<sup>4</sup> To be completed as of the time of the Site Evaluation Questionnaire

<sup>5</sup> The purpose of this table is to understand the gender and racial mix of the faculty. For purposes of this table, include only those with a full-time appointment as a member of the law school faculty, including law school administrators and those with a joint appointment whose primary appointment is in the law school. The law school faculty also includes librarians, clinicians, legal writing faculty, and law practice skills professors with faculty status.

<sup>6</sup> Refers to racial and ethnic categories of American Indian or Alaska Native, Asian, Black or African American, Hispanic of any race, Native Hawaiian or other Pacific Islander, or two or more races.

<sup>7</sup> To be completed as of the time of the Site Evaluation Questionnaire.

<sup>8</sup> The purpose of this table is to understand the gender and racial mix of the non-full time faculty. For purposes of this table, include law librarians without faculty status who teach, adjunct faculty, faculty with joint appointments whose primary appointment is not in the law school, emeritus faculty who teach, etc.

<sup>9</sup> Refers to racial and ethnic categories of American Indian or Alaska Native, Asian, Black or African American, Hispanic of any race, Native Hawaiian or other Pacific Islander, or two or more races.