



SCHOOL OF LAW
Faculty

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Dear []:

Thank you for agreeing to serve as an adjunct professor at the law school. I look forward to working with you to provide our students with the best possible learning experience. In order to accomplish this, there is certain information that we need from you prior to the start of the semester:

- Your title, address, telephone and email;
- Course title and number of credit hours;
- Preferred teaching days and times;
- Maximum course enrollment (the Dean's office makes the final decision on enrollment; however you may feel that there are pedagogical reasons for limiting the enrollment in a course. For example, if your course satisfies Writing Requirement II, you might prefer that it be limited to 20 students, or if you are teaching a clinic or skills course, enrollment might be limited to 10 students);
- Pre-requisites or Co-requisites (if any);
- Course Content (adjunct faculty members should provide a full course syllabus, as well as the table of contents for any textbook that will be required for the course);
- Conduct of the classes (describe the method of instruction and the basis for grading. For example, will the course involve principally lectures with grading based on an exam and class participation? Will the class be conducted as a seminar with an emphasis on student participation and research?);
- Will the course satisfy the law school's writing requirement II (this requires students to produce a substantial research paper or series of papers. Cumulatively, the papers must add up to 20 pages of writing. This requirement is discussed in more detail in the *Adjunct Faculty Manual*).

If possible, please provide the information in an electronic format, and not in hard copy.

I am sending you the *Adjunct Faculty Manual* with this letter. This manual should answer many of your questions about the adjunct experience. Please do not hesitate to contact me if I can assist you in any way.

Very truly yours,

Amy R. Stein

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