

## New and Visiting Faculty Guide

2012-2013



**W**e hope that this guide will be helpful in providing you with some basic information about the Law School, our academic policies, grading, and examination requirements.

If you have questions, please contact Senior Associate Dean for Academic Affairs, Jennifer Gundlach, at 516-463-4190, or [lawjzg@hofstra.edu](mailto:lawjzg@hofstra.edu).

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## **I. Administrative Information**

### Law School Administrators/Staff

A complete list of administrators and faculty is available on the law school's website at <http://law.hofstra.edu/Directory/Administration/index.html>. The following is a short list of law school administrators and staff from whom you might need assistance as you get settled:

#### **Dean**

Eric Lane ..... 516-463-5886 ([lawezl@hofstra.edu](mailto:lawezl@hofstra.edu))

#### **Executive Assistant to the Dean**

Laura Lanzillotta ..... 516-463-5856 ([lawlmk@hofstra.edu](mailto:lawlmk@hofstra.edu))

#### **Senior Associate Dean for Academic Affairs**

Jennifer A. Gundlach ..... 516-463-4190 ([lawjzg@hofstra.edu](mailto:lawjzg@hofstra.edu))

#### **Senior Assistant to the Senior Associate Dean for Academic Affairs**

Maria Filotti ..... 516-463-6304 ([lawmaf@hofstra.edu](mailto:lawmaf@hofstra.edu))

#### **Assistant Dean for Finance & Operations – Personnel**

Mary Ruggilo ..... 516-463-7285 ([mary.ruggilo@hofstra.edu](mailto:mary.ruggilo@hofstra.edu))

#### **Assistant Dean for Student Affairs & Administration**

Lisa Monticciolo ..... 516-463-4809 ([lawlmm@hofstra.edu](mailto:lawlmm@hofstra.edu))

#### **Assistant Dean for Career Services**

Michael Ende ..... 516-463-5861 ([lawmje@hofstra.edu](mailto:lawmje@hofstra.edu))

#### **Associate Dean for Enrollment Management**

John Chalmers ..... 516-463-5791 ([lawjwc@hofstra.edu](mailto:lawjwc@hofstra.edu))

#### **Assistant Dean for External Relations**

Lisa Berman ..... 516-463-4758 ([lawlhb@hofstra.edu](mailto:lawlhb@hofstra.edu))

#### **Director of Externship, Pro Bono and Fellowship Programs**

Franca Sachs ..... 516-463-0386 ([lawfds@hofstra.edu](mailto:lawfds@hofstra.edu))

#### **Director of Special Events**

Judy Black ..... 516-463-6889 ([lawjnb@hofstra.edu](mailto:lawjnb@hofstra.edu))

#### **Associate Professor of Academic Support**

Mark Padin ..... 516-463-4008 ([lawmap@hofstra.edu](mailto:lawmap@hofstra.edu))

**Assistant Director of Academic Support & Visiting Assistant Professor of Law**  
Shane Dizon..... 516-463-6414 ([lawsad@hofstra.edu](mailto:lawsad@hofstra.edu))

**Director of LLM & International Programs**  
Julian Ku..... 516-463-4237 ([lawjgk@hofstra.edu](mailto:lawjgk@hofstra.edu))

**Assistant Director of LLM & International Programs**  
Juliana Campagna..... 516-463-5933 ([lawjvc@hofstra.edu](mailto:lawjvc@hofstra.edu))

**Operations Coordinator – Facilities**  
Anwua Huffman..... 516-463-4390

**Registrar**  
Brian Kaspar ..... 516-463-6041 ([lawbtk@hofstra.edu](mailto:lawbtk@hofstra.edu))

**Director of the Law Library & Associate Dean for Information Services**  
Courtney L. Selby ..... 516-463-5901 ([lawcls@hofstra.edu](mailto:lawcls@hofstra.edu))

**Assistant Dean for Law School Information Systems**  
Gary Moore..... 516-463-6067 ([lawgpm@hofstra.edu](mailto:lawgpm@hofstra.edu))

**Assistant Dean for Adjunct Instruction & Coordinator of the Legal Writing Program**  
Amy R. Stein ..... 516-463-5927 ([lawars@hofstra.edu](mailto:lawars@hofstra.edu))

## Adjunct Faculty Webpage

You may want to consult the adjunct webpage at <http://law.hofstra.edu/FacultyStaff/AdjunctFacultyResources/index.html>, which contains useful information for new faculty and visiting faculty, as well as adjuncts. You can find sample syllabi, sample exams and answers, and assignment templates.

## Personnel Matters

You should plan to schedule an orientation meeting with the Human Resources Department during the first week you are on campus. Orientations are conducted on Mondays. During that orientation session, you will be provided with forms (e.g., payroll) and will be walked through the various plans available to you (e.g., health plans). The Human Resources Center is located across the Unispan on the north side of Hempstead Turnpike. (See maps of the University and law school attached as **Appendix A**.)

After you have finished your Human Resources orientation, you will need to go to the HofstraCard office, located in the lobby of the Student Center, for a faculty identification card.

Once you have a HofstraCard, you may pick up a faculty parking sticker from the public safety office, which is located at the corner of California Avenue and Hempstead Turnpike.

Keys for your office, the front door of the building, the faculty lounge, library, copy center, etc., can be obtained by filling out a Key Request Form, which is available from Anwua Huffman, who is the Operations Coordinator-Facilities, in room 307. Keys must be picked up in person at the Physical Plant building (located on the south campus near the stadium).

## Parking

There are no reserved parking spaces for individual faculty. There is a modest-sized parking area in the back left of the Law School Parking lot that is reserved for faculty and staff (and requires a faculty ID for entry). If that lot and the general lots around the law school are full, you can try the Faculty Parking Lot, which is located next to the Adams Playhouse (the entrance is from Hempstead Turnpike west of the Unispan).

If the faculty lot is full, you can try parking on Front Street (parallel to Hempstead Turnpike on the other side of the Law School). It is not advisable to park in spaces marked "no parking" or reserved for specially designated purposes (e.g., disabled, maintenance, etc.) even for a short period as the University may ticket and tow your

vehicle. There are always spaces available on the North Side of Campus, which is across Hempstead Turnpike. To find those, enter the University's main entrance, opposite California Avenue, and proceed until you see lines of parking spaces. It is a ten-minute walk from these spaces to the law school.

### Commuting by Train

Depending on where you live, it may be possible to commute by train as well as car. The Blue Beetle is the Hofstra bus that leaves campus and goes to the Hempstead train station. The Road Runner is the bus that picks up at Mineola train station.

The Hofstra Bus schedule can be found on the University's website at:  
[http://www.hofstra.edu/pdf/about/infocenter/info\\_bussched.pdf](http://www.hofstra.edu/pdf/about/infocenter/info_bussched.pdf)

To catch the Hofstra bus from the Mineola train, you should be at the BACK of the train; follow the crowd to a side street west of the parking garage and you will see the Hofstra bus. In Hempstead, you should be at the FRONT of the train or you are likely to miss the bus, which stops across the street from the train station and meets most, but not all, trains.

The bus to the Mineola Station leaves only at a few times in the afternoon, from the side street near the Campus Security parking lot off California Avenue. The bus to the Hempstead Station leaves every hour but is not coordinated with the train.

### Photocopying

You can leave documents or books to be copied in the Copy Center; please use the special form (available from copy room or your faculty assistant) indicating the number of copies, date needed, etc. If you are using photocopied materials instead of a book in a course or seminar, please try to deliver the materials as early as possible before the start of the semester. These materials will then be sold or given to the students through the Copy Center. If you have a complaint or question about the Copy Center, please contact Lisa Monticciolo at (516) 463-4809 or [lawlmm@hofstra.edu](mailto:lawlmm@hofstra.edu). Please keep in mind restrictions under copyright law when you request copies for classroom use. (A memo explaining these restrictions as they apply to course materials is attached as **Appendix B.**)

### Computers

Your office contains a desktop personal computer which is equipped with Microsoft Office and other important software. Gary Moore, Assistant Dean for Law School

Information Systems, will provide you with instructions for working our electronic mail system and will answer questions about the operation of your computer.

If you need to upload information for your faculty webpage or for assistance with uploading assignments or other information onto the Law School's website, contact [weblaw@hofstra.edu](mailto:weblaw@hofstra.edu). Faculty can access the University's computer system through the portal by going to <http://my.hofstra.edu> and logging in with your username and password.

### Faculty Mentors

We are arranging for a full-time faculty member with some experience to serve as a mentor for you. Your mentor will be appointed at the beginning of your first semester here. While this relationship is voluntary, we encourage you to seek advice about teaching and scholarship, as well as any other issues about which it may seem useful to have advice from a more senior member of the faculty. The Academic Dean is also always available for these conversations.

### Faculty Meetings

All full-time faculty are expected to be in regular attendance at our monthly faculty meetings, as well as additional meetings and retreats which may be periodically scheduled during the course of the year. Please note: Visiting faculty do not attend faculty meetings.

### Dining Options

The following are on campus.

Law School Coffee Cart (located in the first floor atrium of the law school).  
Coffee and breakfast and sandwich selection.

Café Bistro at Bits & Bytes (located in Memorial Hall). Cafeteria style food is served. A back room is reserved for faculty and staff.

Au Bon Pain/Hofstra Deli (located just next to the faculty parking lot to the left of the Law School as you come out the front door). A good place for take-out sandwiches, a limited selection of salads, etc.

University Cafeteria (located across the Unispan on the second level of the Student Center). The cafeteria serves a wider variety of food than Café Bistro and is open longer hours.

University Club (located across Hempstead Turnpike, first building to the right as you proceed into the north campus from California Avenue). The University Club serves sandwiches, salads, a salad bar, and fish and meat entrees.

Starbucks at Café on the Quad (located directly behind Roosevelt Hall). The Café serves sandwiches, snacks, coffee, and other beverages.

\* Many of the campus choices take cash only, although credit cards are increasingly accepted. There is an ATM machine in the Student Center (across the Unispan) and in the lobby of Memorial Hall.

### Public Safety

To reach the Department of Public Safety, dial (516) 463-6606 or Dial 1 on Law School Classroom Phones. The Department of Public Safety is located in the David S. Mack Public Safety and Information Center on the corner of Hempstead Turnpike and California Avenue. Public Safety Officers patrol the campus and maintain safety for all members of the Hofstra community. Public Safety provides 24-hour security to the Hofstra campus. All incidents, suspicious behavior, or emergencies that occur on campus should be reported to the Department of Public Safety. Please dial 911 for true emergencies.

### Weather Emergencies and General University Status Information Line

Closings of the University due to weather conditions or other emergencies will be communicated online ([http://www.hofstra.edu/home/News/news\\_campusalerts.html](http://www.hofstra.edu/home/News/news_campusalerts.html)), by email and through the CANN system (Campus Alert Notification Network). You may also call (516) 463-SNOW (463-7669).

## **II. Academic Matters**

Before the beginning of the school year, please review Chapter 2 and Chapter 6 in the Law School's Student Handbook, which provides complete information about graduation requirements, required courses, and academic regulations.

[http://law.hofstra.edu/pdf/StudentLife/StudentAffairs/Handbook/stuhb\\_handbook.pdf](http://law.hofstra.edu/pdf/StudentLife/StudentAffairs/Handbook/stuhb_handbook.pdf)

### Academic Calendar

Classes begin this year on Thursday, August 16th. Orientation will begin Monday, August 13<sup>th</sup>, and faculty are encouraged to attend the Law School Welcome session that day, from 9:30-10:30 AM, at the Adams Playhouse.

A copy of the Academic Calendar can be found on the Law School's website at:  
[http://law.hofstra.edu/pdf/Academics/AcademicRecords/academic\\_calendar\\_2012-13.pdf](http://law.hofstra.edu/pdf/Academics/AcademicRecords/academic_calendar_2012-13.pdf)

### Book Orders

Maria Filotti, Senior Administrative Assistant to the Senior Associate Dean, handles book orders. She will contact you prior to each semester to ask for new orders. Free review copies of casebooks, statutory supplements, and some treatises can be ordered from each publisher. Contact information for the major publishers of law casebooks is as follows:

Aspen Publishers.....	(800) 317-3113
LexisNexis (is also Matthew Bender).....	(800) 533-1646
West Publishing (incl. Foundation Press).....	(800) 328-2209
Carolina Academic Press .....	(919) 489-7486
Gould Publishing .....	(800) 717-7917
Time Warner Trade Publishing (Little Brown) .....	(800) 759-0190

Attached as **Appendix C** is a short article that you may find useful when selecting casebooks.

### Scheduling of Classes

Prior to each academic year, the Senior Associate Dean for Academic Affairs and the Registrar will solicit your preferences for the day and time of your courses. We expect faculty members to be flexible in their preferences and we appreciate your willingness to accommodate the needs of our student body in scheduling. Regardless of what your assigned teaching schedule is, we expect that you will attend all faculty meetings and assigned committee meetings, in addition to a generous number of faculty workshops, students events to which faculty are invited, some university events, and other law school events. If you have questions about the expected level of attendance and participation in such events, please feel free to speak with the Senior Associate Dean for Academic Affairs.

### Calendar of Events and Common Hours

The Law School's event calendar may be viewed on <http://law.hofstra.edu/currentstudents>. Weekly common hours (also known as "Dean's Hours") are Monday/Wednesday from 12 to 2 p.m., Wednesday from 6 to 8 p.m. No classes are scheduled during these hours and faculty are prohibited from scheduling make-up classes at the times.

### Course Requirements

You are responsible for notifying your students at the beginning of each semester to inform them about whether the course will involve an examination and/or a paper or additional required assignments. This information should be provided in a written syllabus distributed at the beginning of the course. Your syllabi should also include grading, attendance, and any others academic policies relevant to your class. Many faculty members use the electronic facilities of Westlaw's TWEN or other similar services to post syllabi and other notices to their students.

### Classroom Participation/Attendance

The Law School, the ABA and the New York Court of Appeals require students to be in good and regular attendance during the academic year for the courses in which they are registered. Attendance should be taken in your classes. Each professor may determine the manner and method of taking attendance, though the use of sign-in sheets is strongly recommended. Any attendance guidelines for a given class must be provided to students in a syllabus or other written document at the start of the semester. Sanctions (*e.g.*, required withdrawal from the course and/or reduction in grade) will be imposed for poor attendance. It is the responsibility of each faculty member to report excessive absences to the Office of Student Affairs, with supporting documentation and a request for administrative withdrawal. Please note that the law school will not administratively withdraw a student for poor attendance without adequate documentation. There is a policy on podcasting classes for students who are absent, which is available in the Student Handbook. Please contact Lisa Monticciolo, Assistant Dean for Student Affairs, at (516) 463-4809 or [lawlmm@hofstra.edu](mailto:lawlmm@hofstra.edu) if you have any questions or concerns relating to your students' attendance.

### Cancelled Classes

If you must cancel a class, please send an email to [lawclasscancelled@hofstra.edu](mailto:lawclasscancelled@hofstra.edu) and indicate the class, day, time, and room number of the class(es) to be cancelled. Also, please notify your faculty assistant and the Dean's Office. Please note that ABA and New York Court of Appeals rules require that missed classes must be rescheduled. The students appreciate it if you can arrange make-up classes before the last few weeks of the semester. Please send an email to [roomrequests@hofstra.edu](mailto:roomrequests@hofstra.edu) to reserve a room for make-up classes. It may also be possible to make-up class time by shortening breaks or extending each class by a few minutes.

## Classroom Technology

All requests for classroom technology (DVD, PowerPoint, podcast class, etc.) should be sent to [lawaudiovisual@hofstra.edu](mailto:lawaudiovisual@hofstra.edu) prior to the beginning of the semester.

## Online Course Management

The Law School Information Systems Department supports TWEN, LexisNexis Web Courses, and Blackboard, all of which contain a variety of course management features such as group e-mail, a discussion forum, and the ability to give on-line quizzes. Faculty can also access class information such as rosters, schedules, etc., by logging into the University's portal at [my.hofstra.edu](http://my.hofstra.edu). Faculty can use their assigned Westlaw or LEXIS numbers to access these online course pages.

## Examinations

Examinations for non-paper courses are scheduled by the Registrar to take place during the examination period after classes have ended. You will receive a schedule of examinations shortly after classes begin and the schedule is also available on the Law School's website. Examinations are due to your faculty assistant five (5) business days prior to the examination date (unless your exam is scheduled to be administered within five business days of your last class, in which case you should just send the exam to your faculty assistant as soon as you can). The five-day period between the submission deadline and the exam scheduling date is needed to ensure adequate time for reviewing and printing. All faculty are expected to honor this deadline.

Examinations in first-year courses must be scheduled for a minimum of three hours. Examinations in other courses can be longer (or shorter), but in-class exams should not exceed 3 ½ hours. Exams are scheduled at three times over the course of the day: 8:30 a.m., 1:00 p.m., and 6:00 p.m. During your examination, you must either be present in the building or available by telephone to answer any questions that may arise. More information about exams can be found online in the Student Handbook and you will also receive additional instructions via email from the Academic Dean, as well as the Office of Academic Records and Law School Information Systems during the year.

Pursuant to a faculty resolution, faculty members who teach first-year courses are encouraged to give a practice examination in the fall semester. Those teaching small sections must give a either practice exam or a graded mid-term exam with written feedback provided to the students, as it provides students who have never taken a law school examination their first taste of the experience and provides them with needed feedback early enough in the semester for them to take advantage of it. Many faculty have counted their students' midterm performance at 20% or 25% of the final grade. If you plan to give a graded mid-term, you must alert the Office of Academic Records

before the beginning of the semester to schedule and make appropriate arrangements for exam-conditions during the test.

Your exams must contain instructions as to what, if any, materials may be used by students during the examination. For example, the examination may be "closed book" (no material allowed). If you give an open book examination, please provide instructions as to whether students may use any and all materials, or whether you wish to prohibit the use of commercially prepared materials or to impose other restrictions. Because of problems with cheating and the difficulty of enforcement, the Dean's Office strongly discourages the use of a "limited open book" policy - *i.e.*, exams in which only certain types of materials are permitted. If you have a "limited open book" instruction, you will need to include a certificate of compliance with the academic code of conduct to be signed by each student in the exam.

Our accreditation rules require that the students' completed exams or final papers must be kept for one year after their administration. You may retain your own exams or give them to your faculty assistant to arrange for storage. Faculty members must provide some feedback (written or oral) to students who request a review of their examination.

Students should be instructed not to contact faculty members should they wish to seek any accommodations or scheduling changes with their examinations. Please refer students to the Office of Student Affairs (ext. 3-5771). Professors may not, on their own, grant examination excuses or make other accommodations such as permitting a student to take an examination early or late. The Office of Academic Records is responsible for scheduling make-up and conflict exams.

More information about our exam policies are available for review in the Student Handbook.

### Grading

Grading of examinations is done anonymously. Each student is assigned a number and you will receive an electronic grade sheet on which you are to record the examination grade next to the appropriate number. If your class is subject to a curve and/or a mean GPA, this will be automatically calculated in the online grading system. Further instructions will be distributed via email a few weeks prior to the exam period.

Students are marked on the following grading scale, using both letter grades and quality points.

A 4.00  
A- 3.67  
B+ 3.33

B 3.00  
 B- 2.67  
 C+ 2.33  
 C 2.00  
 C- 1.67  
 D+ 1.33  
 D 1.00  
 F 0.00\*

\* Note: A grade of "F" appearing on a transcript cannot be expunged at a later date.

The following grades or symbols can also appear on a student's transcript:

A+ Reflects special recognition of extraordinary performance; counted as an A  
 I Incomplete; not included in the grade point average  
 P Passed; not included in the grade point average  
 W Withdrew without penalty or prejudice  
 AW\*\* Administrative Withdrawal for excessive absenteeism  
 AF Administrative Failure

Mandatory Grading Curve

LL.M students and exchange students are exempt from the grading curves; these students will be clearly noted in the online grading system. For J.D. students, all courses must follow the grading curve which has been approved by our faculty as follows:

1. In courses with more than 25 J.D. students enrolled, the grader shall assign grades to the J.D. students in the course that comply with the maximum and minimum rules set out in the Mandatory Curve Grade.

**Mandatory Curve Grade Table**

<b>Grade</b>	<b>MINIMUM permitted</b>	<b>MAXIMUM permitted</b>
A+	0%	10%
A & above	0%	10%
A- & above	0%	25%
B+ & above	30%	70%
B & ABOVE	50%	80%
B- & BELOW	20%	50%
C+ & below	15%	25%
C & below	10%	20%
C- & below	6%	16%
D+ & below	0%	9%
F	0%	4%

2. In all courses, the grader shall attempt to assign grades in a manner that is reasonably close to the distribution set out in the Target Grade Table set out immediately below.

**Target Grade Table**

Grade	Target %		
A+	0-1%		
A	7 %	A & above:	8%
A-	14%	A- & above:	22%
B+	26%	B+ & above:	48%
B	19%	B & above:	67%
B-	13%	B- & below:	33%
C+	7%	C+ & below:	20%
C	6%	C & below:	13%
C-	5%	C- & below:	7%
D/D+	2%	D+ & below:	2%
F	0%		

3. The requirements of paragraphs 1 and 2 apply to all courses except the following:
- a. Small group sections of required first-year courses, for which the mean class GPA may not exceed 3.3.
  - b. Legal Analysis Writing and Research I and Legal Analysis Writing and Research II, for which the mean class GPA must fall between 3.1 and 3.3.
  - c. Elective courses in which the grade is primarily determined by an evaluation mechanism involving significant individualized interaction between the student and teacher (e.g., paper courses and clinical or simulation courses relying on an evaluation of student skills in the performance of lawyering tasks), for which the mean class GPA may not exceed 3.3 if more than 25 J.D. students are enrolled in the course.
  - d. Elective courses with an enrollment of 25 or fewer students.

4. At the request of the course instructor, the Dean may grant a waiver of the rule contained in paragraph 1 in individual instances of extraordinary circumstances if the Dean determines such waiver to be consistent with the purposes of this policy.

Grade Changes

A faculty member may change a grade only “for good cause shown.” The faculty member must submit a formal grade change request to the Dean’s Office for approval. The request must be in writing and must contain the reason for the change. “Good cause” encompasses computational and clerical errors, but would not normally encompass re-

evaluation of judgment in grading, except in extraordinary circumstances. The decision to approve the request rests with the Dean's Office.

### Grade Extensions

In a paper course, or an independent study project, the faculty member may, upon application of a student prior to the due date for the paper, for good cause, grant an extension of the due date for a period of time not to exceed six weeks from the end of the examination period, provided that any extension beyond three weeks from the end of the examination period must be in writing, signed by the faculty member, and sent to the Office of Academic Records. The form is available in the Office of Academic Records. Any further extension beyond six weeks from the end of the examination period may be granted only with the written permission of the Dean or his or her delegate and with the consent of the faculty member.

### Upper Class Writing Requirements

Each student, as a condition of graduation, must complete two upper class writing requirements (1 and 2). The faculty recently amended these requirements as follows:

*For classes entering before fall 2011:*

All students must satisfy the following two upper-class writing requirements:

- i. *Writing Requirement I* is satisfied by a substantial writing (at least 20 pages) that involves independent research and legal analysis and is supervised by a full-time faculty member, including full-time visiting faculty. The writing may be in the nature of a scholarly research paper, a memorandum of law on an unsettled legal issue, a simulated judicial opinion, or any other written format which requires extended critical analysis and deep reflection on a legal issue utilizing independent research involving primary as well as secondary sources. The writing should also involve some consideration of social policy or justice and should require the student to exercise judgment and discretion in considering various possible approaches in his or her analysis. The writing may be completed as part of a seminar or independent study, or in any upper-class course in which a qualifying writing is assigned and appropriately supervised (that is, not in the basic required Legal Research and Writing and Appellate Advocacy courses). However, briefs written for clinics will be presumed not to satisfy the Writing I Requirement unless they are specifically approved for Writing I credit by the faculty member supervising the

writing and they meet all the above stated criteria. The minimum acceptable grade to satisfy Writing Requirement I is C+. The grade of C+ must be for the writing itself, not a course grade that has been increased to reflect class participation. Writing Requirement I may also be satisfied by writing a publishable note for the *Hofstra Law Review*, *Hofstra Labor and Employment Journal*, *Family Court Review*, or *Journal of International Business and Law*, provided that the award of writing credit is approved by the appropriate Board of Faculty Advisors or Faculty Note Advisor.

ii. *Writing Requirement II* may be satisfied in the same manner as Writing Requirement I, above, or by writing a paper or series of papers in a drafting, simulation, clinical or other course. It may be supervised by any faculty member, including adjunct professors. The cumulative writing necessary to meet the writing requirement must be at least 20 pages, and the writing must involve legal analysis, legal reasoning, and/or philosophical reflection. Courses that may be taken to satisfy Writing Requirement II are listed in each semester's registration materials. The minimum acceptable grade for Writing Requirement II is C+. The grade of C+ must be for the writing itself, not a course grade that has been increased to reflect class participation. Intensive faculty supervision is required to satisfy both Writing Requirements I and II. Where the requirement is satisfied by a single writing, a detailed sentence outline and/or draft must be submitted and commented on by the faculty member before the final draft is submitted. Where the requirement is satisfied by a series of shorter writings, outlines and/or drafts are encouraged, but may not always be required by the faculty member.

A course, seminar, or clinic may be used to satisfy both a writing requirement and a Skills requirement only where the course content and effort spent on the writing skills and the other skills—independently and without overlap—would be sufficient to satisfy each requirement if each skill were embodied in a separate course, without considering the material used to satisfy the other skill. For example, where a course requires preparation of a 20-page trial brief, it may not provide credit for both skills and writing unless it provides sufficient skills experiences without considering the preparation for the 20 pages of writing.

*Beginning with the class entering fall 2011:*

All students must satisfy Writing Requirements 1 and 2

*A student satisfies Writing Requirement 1 if:*

- i. the student earned a grade of C+ or higher on a substantial writing assignment (the grade on the writing assignment, not on the course as a whole);
- ii. of at least 20 pages (not several adding up to 20 pages);

- iii. in one of these forms:
  - (a) a scholarly research paper,
  - (b) an appellate brief or memorandum of law on an unsettled legal issue,
  - (c) a simulated judicial opinion, *or*
  - (d) another type of substantial analytic writing;
- iv. which was either:
  - (a) supervised, in a course or independent study, by a full-time faculty member who provided prompt and detailed feedback on a detailed sentence outline, one or more drafts, or a combination of these, followed by revision by the student into a final draft; *or*
  - (b) written under student-editor or faculty supervision for the *Law Review*, *Labor & Employment Law Journal*, *Family Court Review*, *Journal of International Business and Law* or *ACTEC Law Journal* and certified by a full-time faculty member as of publishable quality, but not in a clinic (unless specifically approved for Writing Requirement 1 credit by the clinical teacher); *and*
- v. the project involved *all* of the following:
  - (a) an in-depth examination of the subject,
  - (b) independent research involving secondary as well as primary sources,
  - (c) critical independent analysis and deep reflection,
  - (d) considerations of social policy or justice, *and*
  - (e) the exercise of judgment and discretion in considering various possible analytic approaches.

*A student satisfies Writing Requirement 2 if:*

- i. the student earned a grade of C+ or higher on substantial drafting (the grade on the drafting, not on the course as a whole);
- ii. totaling at least 20 pages;
- iii. of any, or any combination of, the following:
  - (a) *in a course taught by a full-time or adjunct faculty member:* contracts, statutes, bylaws, corporate documents, regulations, ordinances, wills, trusts, other transactional documents, pleadings, interrogatories, injunctions, stipulations, or other litigation documents — but not analytic or persuasive documents such as briefs, memos of law, and opinions; *or*
  - (b) *in a course taught by a full-time faculty member:* short papers requiring rigorous and critical independent analysis of topics relevant to the law, or a combination of short papers plus documents of the type listed in the preceding subparagraph;
- iv. for which the faculty member provides prompt and detailed feedback on the student's work on each assignment before the student drafts the next writing, so that the student may progressively apply the faculty

member's comments on each writing to the next writing.

### Skills Requirement

Every student must satisfy a Skills requirement by successfully completing two credits in skills-related courses. A course, seminar or clinic may be used to satisfy both a writing requirement and a Skills requirement only where the course content and effort spent on the writing skills and the other skills—independently and without overlap—would be sufficient to satisfy each requirement if each skill were embodied in a separate course, without considering the material used to satisfy the other skill. For example, where a course requires preparation of a 20-page trial brief, it may not provide credit for both skills and writing unless it provides sufficient skills experiences without considering the preparation for the 20 pages of writing.

### Independent Study

Independent Study Projects may be arranged in specialized areas of the law or particularly advanced subject areas. There are two types of Independent Study Projects for which a student may apply: (1) individual student research under the direction of a full-time faculty member, including full-time visiting faculty; and (2) research by a group of students under the direction of a full-time faculty member, including full-time visiting faculty. In all cases a written proposal must be submitted detailing the intended research, and the written permission of the faculty member must be obtained before the project is begun. Projects exceeding three credits require approval by the Dean's Office. The number of credits to be awarded for the research (two to six credits) is determined by the supervisor of the project based upon the scope and complexity of the project. No more than two credits of Independent Study may be approved for work to be conducted during the summer sessions.

### Concentrations

Students have the opportunity to concentrate in one or more specialties that match their interests and career plans. Concentrations must be declared by the start of a student's last year of studies and they do so by filling out a form that is available in the Office of Academic Records.

*For classes entering before fall 2011, students can select from the following concentrations:*

- Child and Family Advocacy
- Civil Litigation
- Commercial Law

- Constitutional Law
- Consumer Law
- Corporate and Securities Law
- Criminal Law and Procedure
- Energy and the Environment
- Family Law
- Health Law
- Intellectual Property
- International Law
- Labor and Employment Law
- Real Estate
- Taxation

*Beginning with the class entering fall 2011, students can select from the following concentrations:*

- Alternative Dispute Resolution (ADR)
- Business Law Honors
- Criminal Law
- Energy and Environmental Law
- Health Law
- Family Law

#### New Course Proposals

If you are thinking about teaching a new course, you should consult with the Senior Associate Dean for Academic Affairs. Afterwards, you must submit a course proposal to the Curriculum Committee in time for both the Committee and the full faculty action before student registration for the following semester. (Early in October would be ideal for a course to be offered in the spring.) The policy regarding course proposals is attached as **Appendix D**. If you would like to see a sample course proposal, contact the chair of the Curriculum Committee or speak with the Senior Associate Dean for Academic Affairs.

#### Code of Academic Conduct

A copy of the Law School's Code of Academic Conduct can be found in the Student Handbook on the Law School's website. Suspected violations should be reported to the Office of Student Affairs.

### **III. Research Support**

### Research Assistants

You may hire a student research assistant who will be paid by the school at a rate of \$10 per hour. If you need help in advertising for a student, contact the Office of Career Services, or ask the Dean's Office for a list of "Dean's Scholars" (upper class students who ranked in the top 15% of the class after the first year). Our rule of thumb is that each faculty member may hire one or more research assistants for a total of 100 hours per semester and for an additional 100 hours during the summer. If you need research assistance beyond the 100 hours, please see the Senior Associate Dean for Academic Affairs and we will try to accommodate you. (We generally have sufficient funds for additional research assistants; we try, however, to limit each student's work to no more than 100 hours per semester both to "share the wealth" and to preclude interference with class work.) Once you have selected a research assistant, you should send him or her to Terry Harrington, Operations Coordinator – Personnel, in the Dean's Office, who will arrange for the necessary forms to be filled out.

### Professional Conferences

We have generally been able to pay for the expenses of attending two scholarly conferences for regular faculty and one conference for visiting faculty, which may include the AALS annual meeting in January. Beyond this, you should see the Senior Associate Dean for Academic Affairs to discuss the possibility of funding for additional events. We are often able to fund academic conferences where you present a paper. If appropriate, please try to seek reimbursement from conference organizers. If you wish to attend a conference, you should clear it with the Dean's Office and fill out a travel request form (available from your faculty assistant or from the Dean's Office) before going to the conference.

### Travel Policy

You may arrange travel on your own (or with the help of your faculty assistant). The University's travel policy is attached as **Appendix E**. Internal Audit requires that you hand in receipts for all meals, cabs, etc. in order to be reimbursed. Original hotel invoices and cab and meal receipts are required. The University can pre-pay registration fees for conferences, etc., if you submit a check requisition form with supporting documentation well in advance.

### Professional Dues

The Law School funds a Group ABA Membership Plan, which pays for your general dues in the ABA and for your section membership in the Section on Legal Education.

You will be billed by the ABA for membership in other sections. Because of budget limitations, we cannot pay for dues for other professional organizations or bar membership.

#### Research Grants/Summer School

We have summer grants available for full-time faculty for scholarship or teaching innovations. Summer grant applications are requested in the spring, usually by May 31. In order to receive a subsequent summer grant, faculty members must have produced a scholarly article, book, or sufficient teaching innovation with the prior one. The article must be submitted or accepted for publication before the next grant application is submitted.

At various points during the year, the Senior Associate Dean for Academic Affairs will solicit interest in teaching summer school at Hofstra or in our study abroad programs.

#### **IV. Tenure, Contract Renewal, and Promotion**

If you would like to request copies of either the Faculty Statutes and Faculty Policy Series setting forth the standards and procedures for reappointment, promotion, and tenure of faculty or the Standards for Appointment, Reappointment and Promotion of Clinical, Legal Writing, Skills and Academic Support Faculty, you may obtain copies from the Senior Associate Dean for Academic Affairs.