

## **COLUMBIA LAW SCHOOL**

### **STATEMENT OF PROCEDURES AND STANDARDS FOR HIRING AND PROMOTION OF CLINICAL FACULTY MEMBERS**

**Revised August 2017**

#### **I. Applicability**

This statement describes the standards and procedures for hiring, evaluation and promotion of the members of the Columbia Law School Faculty who teach full, or virtually full time, in the Law School's clinical legal studies curriculum but are not tenured or on a tenure-track.

#### **II. Standards for Hiring and Promotion of Clinical Faculty**

Clinical Faculty shall be hired, evaluated, and promoted on the basis of the following standards, with primary emphasis on teaching potential or ability in light of the educational needs of the school.

##### **A. Teaching potential, or ability, including:**

1. use of clinical teaching methods, including simulation techniques;
2. the development of innovative teaching materials and techniques;
3. conduct of classroom components of clinical courses;
4. quality of supervision of law students involved in clinical work;
5. capacity to train and supervise other Clinical Faculty and professional staff in their teaching responsibilities;
6. capacity to integrate theoretical and practice considerations, including issues of professional responsibility;
7. skill and ability as a lawyer;
8. contributions to the general development of the Law School's curriculum, including the integration of clinical teaching methods in conventional courses through collaboration with non-clinical Faculty members.

Teaching ability shall be evaluated by student and faculty critiques and observation and review of the following: classroom teaching; practice of law; student conferences; clinical operations; and teaching materials.

##### **B. Service to the Law School, University, scholarship, and the law.**

- C. In the hiring, evaluation and promotion of Clinical Faculty, the appropriate committees and the Faculty will take into account the nature of the responsibility the individual has assumed in the clinical program, or is being asked to assume, the institutional needs of the school, and the practice background of the Clinical Faculty candidate.
- III. Procedures and Guidelines for Appointment and Evaluation of Clinical Faculty members.
- A. These guidelines and standards, together with other relevant faculty policy concerning the clinical programs, govern the hiring, promotion and review of Clinical Faculty. Responsibility for making recommendations for hiring new members of the Clinical Faculty rests in the Clinical Appointments Committee. Responsibility for making recommendations to the faculty concerning curricular need for clinical programs rests in the Curriculum Committee. The responsibility for making recommendations concerning the promotion and review of Clinical Faculty rests in the Clinical Appointments Committee. The Clinical Appointments Committee shall consult with these committees in making their recommendations to the Faculty, as may other members of the Clinical Faculty.
  - B. Periods of Employment and Review
    1. In the ordinary case, a person appointed to the Clinical Faculty shall initially be appointed for one year.
    2. At the end of this initial period of appointment, the performance of the individual shall be evaluated and a recommendation shall be made to the Faculty concerning whether or not the individual's contract shall be renewed and what his or her status shall be. Renewals may be for periods up to three years.
    3. At the end of this second period of appointment, and at the end of each subsequent period of appointment, performance of the individual shall again be reviewed and a recommendation made to the Faculty concerning whether or not the individual's contract shall be renewed and what his or her status shall be. Renewals may be for periods of up to five years.
    4. All such appointments shall be made with the understanding that they are appointments for a specific term and not appointments leading in the usual course to a tenured appointment. A clinical Faculty member may, however, make application to the Appointments Committee at any time for a change of status to a tenure-track faculty position. In reviewing that application, the Committee will also consider the individual's scholarship and scholarship potential.
    5. A Clinical Faculty member whose contract is to be terminated shall receive notice of such impending termination from the Dean or his or her designee as early as possible in the academic year preceding termination.

#### IV. Other Responsibilities and Duties of Clinical Faculty

- A. A Clinical Faculty member may be assigned by the Dean or his or her designee to teach or co-teach any other course in the curriculum he or she is otherwise qualified to teach, if consistent with clinical teaching responsibilities.
- B. Clinical Faculty may, in the usual manner, be appointed to committees of the Faculty [other than Appointments and Promotion and Tenure Committees] and participate and vote in such committees to the same extent as Faculty holding tenured and tenure track seats on the Faculty of Law.
- C. Clinical Faculty may attend and participate in all meetings of the Faculty, including executive sessions, and may vote on all matters other than academic appointments (appointments to tenured or tenure-track positions; promotions to tenured positions; appointments of academic visiting faculty; and elections to the Entry Level Appointments, Lateral Appointments, and Promotion and Tenure Committees).