ARTICLE 1. ACADEMIC FREEDOM

1.1 The University of San Francisco School of Law affirms and is committed to the full academic freedom of all faculty members and librarians. The School of Law encourages vigorous debate and the unfettered pursuit of truth in an academically free environment. Consistent with the Jesuit tradition, the School of Law fosters an intellectual community that respects diverse backgrounds and perspectives and also cultivates creative and insightful teaching, scholarship, and service.

1.2 Faculty members and librarians are entitled to full freedom in the pursuit of their academic functions, which include: the advancement of human knowledge, insight and understanding; the education of the students and the presentation to them of various divergent views and opinions which are intellectually within the content of the course being offered; and the responsibility to serve the community by lending intellectual abilities to the solution of current problems.

1.3 University teachers and librarians are citizens, members of a learned profession, and members of an educational institution. When speaking or writing as citizens, they should be free from institutional censorship or discipline but their special position in the community imposes special obligations. As persons of learning and educational members, they should remember that the public may judge the teaching profession and its institutions by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should not indicate that they are speaking for the institution when in fact they are not. (This shall not be construed to prohibit faculty members and librarians, in the course of their pursuit of community affairs, from identifying themselves and stating the position they hold at the University.)

1.4 The academic functions of faculty members and librarians shall not be abridged, either before or after the fact, directly or indirectly by any segment of the University.

1.5 The University and the School of Law acknowledge the principles of academic freedom and tenure of the American Association of University Professors and confirm adherence to those principles as the same may reasonably be applied to the School of Law and its faculty.

ARTICLE 2. APPOINTMENTS TO THE FACULTY
2.1 TYPES OF APPOINTMENTS
Appointments to the Faculty of the School of Law are of four kinds: term, visiting, probationary and tenured. Any appointment may be designated as Classroom Faculty, Clinical Faculty, or Library Director. The nature of the initial appointment of a faculty member, and any special conditions thereof, shall be specified in writing by the University at the time the appointment is made. Except as may be expressly set forth in this Handbook, all provisions of the Handbook apply with equal force and effect to appointments designated as Classroom Faculty, Clinical Faculty, or Library Director.

2.2 LEVELS OF RANK
There are two levels of rank on the Faculty of the School of Law for probationary and tenured appointments: Associate Professor and Professor.

2.3 TERM APPOINTMENTS
A term appointment is made in writing for specific periods of time. Such appointments are renewable at the option of the University, and neither the initial term appointment, nor any renewals thereof, lead to or grant tenure or promotion. Term appointments are terminated automatically at the end of the time specified and no notice is required, and no provision of this Handbook may be construed to the contrary. Term appointments may be at the rank of Assistant, Associate or full Professor. In appropriate circumstances, the Dean, in consultation with the Faculty Status Committee, may make a term appointment with a different professorial title.

2.4 VISITING APPOINTMENTS
A visiting appointment is identical to a term appointment and subject to the same conditions and limitations except that a person holding a visiting appointment shall be referred to as a visiting professor. Normally, a visiting appointment will be made only to a person with academic rank and position at another law school accredited by the ABA. Visiting appointments may be at the rank of Assistant, Associate or full Professor.

2.5 PROBATIONARY APPOINTMENTS

2.51 A probationary appointment is a full time appointment subject to termination upon notice given as set forth herein. Faculty members with probationary appointments are eligible for tenured appointments in accordance with the terms and procedures set forth herein.

2.52 A faculty member with a probationary appointment in his or her first year of appointment may be terminated by the University by a written notice given to the faculty member on or before March 15 of the first year. The termination shall be effective as of June 30th of the same year.

2.53 A faculty member with a probationary appointment in his or her second year of appointment may be terminated by the University by a written notice given to the faculty
member on or before December 15 of the second year. The termination shall be effective as of the next June 30th following the notice.

2.54 A faculty member with a probationary appointment in his or her third year or fourth year of appointment may be terminated by the University by a written notice given to the faculty member on or before June 1st of either year. The termination shall be effective as of June 30th of the academic year following the year in which the notice is given, and in such cases the appointment for the academic year following the notice shall be a term appointment.

2.55 A faculty member with a probationary appointment in his or her fifth, sixth or seventh year of appointment who has been denied tenure may be terminated by the University by a written notice given to the faculty member on or before June 1st of the year. The termination shall be effective as of June 30th of the academic year following the year in which such notice has been given. In such cases the appointment for the academic year following the notice shall be a term appointment.

2.56 A notice shall be deemed sufficient if delivered to the faculty member's office or campus mail box by the date specified or if mailed, certified mail, by the date specified, to the faculty member's residence as last reported by him or her to the University Personnel Office.

2.57 The period of a leave of absence or sick leave granted to a faculty member with a probationary appointment shall not be counted in calculating the years of service in a probationary appointment, unless the Dean and the probationary faculty member both agree otherwise. However, no more than two semesters of leave shall not be counted. In determining the total years of service, all periods of time actually served as a faculty member with a probationary appointment shall be included in the total, but the total shall be rounded downward to determine the years of service for the purposes of notice of termination, eligibility for tenure or promotion.

2.58 A faculty member who has had a term or visiting appointment on the Faculty immediately prior to receiving a probationary appointment may, upon receiving a probationary appointment, be credited with the time of service of such a term or visiting appointment for all purposes with respect to notice of termination, tenure, promotion and eligibility to apply for a sabbatical leave. Such a credit shall be specified in writing. Such a credit does not accrue, however, until and unless a probationary appointment is made.

2.59 At the time of a probationary appointment, the Dean, after consultation with the Appointments Committee, has discretion to give a faculty member up to three years of credit for service as a full-time faculty member of another accredited law school. Under extraordinary circumstances, the Dean, after consultation with the Appointments
Committee, may give a faculty member up to four years of credit for service as a full-time faculty member of another law school accredited by the ABA. Upon the recommendation of the Appointments Committee, the Dean has discretion to give credit for service as a full-time faculty member of an accredited school other than a law school. Such credit shall be memorialized in writing and shall count towards the time specified to apply for tenure or promotion. Ordinarily, a candidate appointed with up to two years of teaching credit must produce at least two substantial scholarly works at the University of San Francisco School of Law before tenure, and a candidate with more than two years of teaching credit must produce at least one substantial scholarly work at the University of San Francisco School of Law before tenure.

2.6 TENURED APPOINTMENTS
A tenured appointment is a full-time appointment for continued service as a faculty member. A tenured faculty member shall serve in his or her designated role as Classroom Faculty, Clinical Faculty, or Library Director unless the faculty member’s responsibilities are eliminated, in which case the faculty member will be reassigned by the Dean after consultation with the faculty. Any tenured appointment is subject to the terms of this Handbook.

2.7 CRITERIA FOR FACULTY RANKS
Associate Professor is the entry level rank for probationary faculty at the School of Law. The rank of Professor is only for those who have achieved tenure and a faculty member shall automatically receive promotion to the rank of Professor upon attaining tenure, as provided herein. However, under special circumstances, a person with extraordinary experience may receive a probationary appointment with the rank of full Professor.

ARTICLE 3. TENURE AND REVIEW PROCEDURES

3.1 APPLICATIONS FOR TENURE
A faculty member in a probationary position desiring tenure may apply for grant of tenure, or for an extension of time to apply for tenure, in either his or her fifth or sixth year of service. An application for tenure in an earlier year of service is premature. The application for tenure must be filed on or before September 15th of the fifth or sixth year of service. In the event an extension of time is granted, a faculty member desiring tenure must apply for grant of tenure no later than September 15th of the seventh year of service.

3.2 EXTENSIONS OF TIME
3.21 A faculty member desiring a one-year extension of time to seek tenure must apply for such an extension on or before September 15th of his or her sixth year of service in a probationary position. The application shall be made to the Dean with a copy to the Faculty Status Committee. The Dean, after consultation with the Faculty Status Committee, may grant such extension of time only for good cause. In the event an extension of time to the seventh year is denied, the applicant shall have until October 15 to submit an application for tenure.

3.22 No extensions of time to apply for tenure may be granted other than those described above. In no event shall the time to apply for tenure be extended beyond the seventh year of service.

3.3 FAILURE TO APPLY FOR TENURE
The failure of a faculty member with a probationary appointment to apply for tenure or to apply for an extension within the time specified herein shall automatically be deemed to constitute a notice of termination to the faculty member.

3.4 [Reserved for future use]

3.5 PROCEDURE FOR GRANTING TENURE

3.51 An application for tenure shall first be considered by the Faculty Status Committee, established by the law school faculty, to determine the extent to which the applicant has satisfied the standards for tenure or for promotion. Based on such a determination, the Faculty Status Committee, by January 30th immediately following the application, shall recommend to the faculty whether the application should be granted. The recommendation shall include the Committee’s assessment of the applicant’s performance as measured by the relevant standards. If the Committee’s recommendation is less than unanimous, the recommendation shall specify the degree of division, and the Committee member or members dissenting may submit reasons for their contrary recommendations. When considering an application for tenure of any faculty member designated as Clinical Faculty or Library Director, the Faculty Status Committee shall seek and consider a recommendation on the application from the faculty committee, if any, and/or the person(s), if any, responsible for overseeing or supervising the educational program to which the applicant is assigned or the teaching and/or administrative duties which the applicant performs. Such recommendation(s) shall be made a part of the Committee’s report.

3.52 The recommendation of the Faculty Status Committee (made pursuant to section 3.51) shall be considered by the faculty at a meeting called for that purpose. The faculty, by February 28 immediately following the application, shall make a recommendation to the Dean whether the application should be granted. No recommendation of the faculty
to grant tenure may be made except upon the affirmative vote of two-thirds of the tenured faculty present and voting at the meeting at which a quorum is present. For purposes of this provision, the faculty shall include only those then holding tenured appointments who are eligible to participate and vote on faculty personnel matters in accordance with the Faculty Bylaws.

3.53 The Dean shall review the recommendation of the faculty and by March 15th immediately following the application the Dean shall transmit his or her determinations, along with the faculty's recommendation, to the University.

3.54 The University shall make its decision regarding the application by May 1 immediately following the application. The decision shall be in writing and in making its decision, the University shall give substantial weight to the recommendation of the Dean.

3.55 On request, an unsuccessful candidate may have an interview with the Vice-President for Academic Affairs and receive a written statement of the reasons for the decision, which will become part of the candidate's official personnel file.

3.56 For an applicant for tenure in his or her fifth or sixth year of appointment as a probationary faculty member, the decision can be to award tenure, to deny tenure, or, in the extraordinary circumstance, to treat the application as premature and thereby grant an extension of time to seek tenure, subject to the provisions of Sections 3.1 and 3.2, supra.

3.6 REVIEW OF PROBATIONARY FACULTY

3.61 (a) Each faculty member with a probationary appointment shall be subject to periodic review to determine whether he or she should be renewed or terminated and to assess and guide the faculty member's progress toward achieving tenure. The number and timing of periodic reviews, which depend on whether credit toward tenure is granted for law teaching prior to the probationary appointment, shall be as follows:

(a)(1) For a probationary appointment with no credit toward tenure for prior teaching, the first review shall be conducted and completed prior to February 28th of the second year of appointment. A second (pre-tenure) review shall be conducted and completed prior to April 30th of the fourth year of appointment. A tenure review shall be conducted and completed by January 30th of the year in which tenure is requested.

(a)(2) For a probationary appointment with one year of credit toward tenure for prior teaching, the first review shall be conducted and completed prior to February 28th of the first year of appointment. A second (pre-tenure) review shall be conducted and completed prior to April 30th of
the third year of appointment. A tenure review shall be conducted and completed by January 30th of the year in which tenure is requested.

(a)(3) For a probationary appointment with two years of credit toward tenure for prior teaching, the first (pre-tenure) review shall be conducted and completed prior to April 30th of the second year of appointment. A tenure review shall be conducted and completed by January 30th of the year in which tenure is requested.

(a)(4) For a probationary appointment with three years of credit toward tenure for prior teaching, the first (pre-tenure) review shall be conducted and completed prior to April 30th of the first year of appointment. A tenure review shall be conducted and completed by January 30th of the year in which tenure is requested.

(b) The Faculty Status Committee or the Dean may require a supplementary review in appropriate circumstances.

3.62 The Faculty Status Committee shall consider the standards for renewal as set forth in sections 4.1 to 4.3, shall assess the candidate’s progress toward tenure, and shall make recommendations to the Dean as to renewal by the dates set forth above. The Committee in its report shall also evaluate and guide the faculty member’s progress toward achieving tenure. The Committee shall distribute its report to the candidate and the faculty.

3.63 When reviewing a faculty member designated as Clinical Faculty or Library Director, the Faculty Status Committee shall seek and consider a recommendation from the faculty committee, if any, and/or the person(s), if any, responsible for overseeing or supervising the educational program to which the faculty member is assigned or the teaching and/or administrative duties which the faculty member performs. Such recommendation(s) shall be made a part of the Committee's report to the Dean.

3.7 OTHER PROCEDURES
The Faculty Status Committee may prepare forms and/or establish procedures consistent with the provisions in this Handbook to more efficiently consider applications.

ARTICLE 4. STANDARDS FOR TENURE AND RENEWAL

4.1 BASIC STANDARDS

4.11 The basic standards for measuring faculty competence for purposes of determining whether a probationary faculty member has made sufficient progress toward tenure and whether or not he or she should be renewed or granted tenure are set forth below. Truly outstanding quality as measured by one standard may compensate for minor deficiencies
as measured by another standard. In evaluating these standards, the Dean and Faculty Status Committee may consider any relevant evidence.

4.11(a) **Demonstrated excellence in teaching.** Each faculty member is expected to demonstrate excellence in teaching and the capacity and commitment to teach effectively in the future.

(a)(1) Standard: Excellence in teaching comprises commitment to teaching, respect toward students, command of subject matter, ongoing development in subject matter, ability to communicate subject matter effectively, ability to inspire students to learn, thoughtful assessment of student learning, accessibility to students, reflection about enhancing student learning and consideration of innovative approaches.

(a)(2) Form: Effective teaching may take a variety of forms depending on the goals of each course. Overall a faculty member should strive to develop a range of teaching methods designed to enhance student learning of theory, doctrine, policy, analysis, and practical application and to achieve the development of student knowledge, skills, and professional values.

(a)(3) Evaluation of Teaching: Teaching effectiveness should be evaluated based on all relevant evidence including peer review of classroom visits and consideration of student evaluations. Evaluators also should consider the variety of demands placed on a candidate and should judge the total performance with regard to his or her responsibilities, including teaching load, number of years a course has been taught, number of class preparations per academic year, size of class, difficulty of subject matter, and other institutional responsibilities. A faculty member’s response to constructive criticism from students and peers should be considered.

4.11 (b) **Scholarly contributions to the advancement of knowledge and ideas.** Each faculty member is expected to contribute regularly to the advancement of knowledge and ideas by disseminating substantial scholarly works relevant to the law.

(b)(1) Standard: A substantial scholarly work typically refers to an article of high quality published in a recognized scholarly journal that reveals thorough research, analytical rigor, original thought, and clear presentation.

(b)(2) Form: A recognized scholarly journal includes a law review, an interdisciplinary journal, a peer-reviewed journal, a book, and the equivalent. Non-scholarly material (such as a practice aid, CLE outline, unpublished teaching material, op-ed, or blog entry) will not be considered

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a substantial scholarly work.

(b)(3) Topic: A topic is relevant to the law if its subject matter concerns legal theory, legal doctrine, legal policy, legal history, legal practice, legal education, or other issues of concern to legal academia, legal institutions, or the profession of law. The interdisciplinary nature of a work or its relevance to more than one discipline may be considered in determining whether the work meets the substantive criteria.

(b)(4) Quantity: An article must be of substantial length. As a general rule, a shorter comment or essay will not suffice. As a general rule, those seeking tenure as Classroom Faculty must write and have accepted for publication three substantial scholarly works. As a general rule, those seeking classified tenure as Clinical Faculty or Library Director must write and have accepted for publication two substantial scholarly works.

(b)(5) Regular Productivity: To contribute regularly means to demonstrate a habit of scholarly productivity throughout the candidate’s academic career, including substantial scholarly productivity while at the University of San Francisco School of Law. The candidate’s record must demonstrate the commitment to producing substantial scholarly works regularly in the future.

4.11(c) Contributions to the profession, the community and the University. Each faculty member is expected to make meaningful contributions to the well-being and enrichment of the profession, the community, and/or the University, on a regular basis and in a respectful manner.

(c)(1) Professional contributions considered include professional and legal consultation activities which are a source of a novel and enriching experience that can be directly utilized in the faculty member’s capacity as an educator. Professional contributions also include activities in bar association groups, activities related to law reform, judicial administration, and the continuing education of the bar.

(c)(2) Community contributions include any community related activities that contribute to the well being and general welfare of the faculty member's community, on the local, state, national and international level.

(c)(3) University contributions include: participation in the control and governance of both the Law School and the University; participation in student curricular and extra-curricular activities; participation in alumni activities and any activity that benefits the University.
4.12 PROBATIONARY FACULTY DESIGNATED AS CLINICAL FACULTY OR LIBRARY DIRECTOR

When applying the basic standards for tenure and renewal to a faculty member designated as Clinical Faculty or Library Director, recognition shall be given to the specific duties and functions to be performed by a faculty member in that designation. Application of the basic standards shall reflect differences in quantity of scholarship as specified in 4.11(b)(4) and may accommodate differences of substance and form consistent with standards of excellence for that particular designation. In addition, the Library Director and Clinical Faculty whose duties include administrative functions are expected to possess and demonstrate administrative ability. Relevant but not exclusive indicators of administrative ability are performance of program operations which support instructional and research programs, preparation of needed administrative studies, and a high level of performance and creativity in areas of administrative responsibility.

4.13 PROCEDURES FOR REVIEW OF WRITINGS BY OUTSIDE EVALUATORS

Outside evaluators should be scholars in the candidate’s field. The candidate shall provide the Faculty Status Committee with a list of at least six experts in his or her field. The candidate shall nominate two experts to serve as outside evaluators, and shall specify whether the candidate has any relationship with each nominated evaluator and whether each nominated evaluator has had any previous involvement with the candidate’s scholarship. The Faculty Status Committee shall give due consideration to the candidate’s nominated evaluators, but shall make the choice of outside evaluators independently and shall not be required to select those nominated. As a general rule, the Faculty Status Committee shall request reports from no less than three evaluators, preferably tenured faculty members. At least one of those evaluators must be an expert not nominated by the candidate. Outside evaluations shall be submitted in writing. The Faculty Status Committee may recommend appropriate compensation to reflect the work to be performed by each outside evaluator.

4.2 BURDENS OF PRODUCTION AND PERSUASION

A faculty member being reviewed bears the burden of producing factual data pertinent to the applicable standards and also bears the burden of persuasion that the applicable standards have been satisfied.

ARTICLE 5. DISMISSAL OF TENURED FACULTY MEMBERS; LAYOFFS OF FACULTY AND TERMINATION FOR GOOD CAUSE

5.1 DISMISSAL OF TENURED FACULTY MEMBER
5.11 GROUND FOR DISMISSAL
A faculty member with a tenured appointment may be terminated for good cause, that being a cause related directly and substantially to the fitness of the person to carry out his or her duties as a member of the faculty. Dismissal shall not be used to punish or restrain a faculty member in his or her exercise of academic freedom or rights as a citizen.

5.12 PROCEDURE
The University may initiate a dismissal action only by the giving of a written notice to the faculty member to be dismissed specifying the basis upon which the dismissal is being sought. If the faculty member to be dismissed wishes to contest the dismissal he or she shall request a hearing within 20 days.

5.13 HEARING
If a hearing is requested, it shall be conducted by the Faculty Status Committee. The hearing shall be conducted as follows:

(a) The faculty member to be dismissed shall have at least 20 days prior to the hearing to prepare his or her case;
(b) Upon request of the faculty member being dismissed, the hearing shall be public except as to such matters as would constitute a substantial harm to witnesses or which are confidential by operation of law;
(c) The faculty member being dismissed shall have the right to counsel, the right to have the hearing transcribed, the right to call witnesses, the right to cross examine witnesses and the right to submit briefs and arguments. The University shall cooperate in providing pertinent records and witnesses under its control.
(d) The rules of evidence as pertain under the Administrative Procedure Act of the United States shall apply; and
(e) The Faculty Status Committee may provide for such other procedures as are appropriate in the case to afford due process to the faculty member being dismissed.

5.14 BURDEN OF PROOF
The University shall have the burden of proof to establish with clear and convincing evidence in the record considered as a whole that good cause exists.

5.15 DETERMINATION
The determination of the Faculty Status Committee shall be based solely on the hearing record and shall be made in writing supported by findings of facts. If the Faculty Status Committee concludes that good cause for dismissal has been established but mitigating factors exist which warrant a sanction less than dismissal it shall so state.

5.16 EVIDENCE
If the basis for discharge is incompetence, the University must present corroborating evidence by a full time faculty member of a law school other than USF accredited by the ABA. If the basis for discharge is medical disability, the faculty member being dismissed must permit reasonable medical examination by doctors retained by the University. The University shall give substantial weight to the determination of the Faculty Status Committee.

5.17 PROCEDURE
If the Faculty Status Committee determines good cause does not exist, and the University does not agree with such a determination, it must state the reasons in writing and the faculty member being dismissed shall have the right to submit by brief, and by oral argument to the President, a response to the University's reasons. In such a case, no final decision shall be made until after such a response and the final decision shall be in writing and shall respond to pertinent matters raised by the Faculty Status Committee recommendation, and pertinent matters raised by the brief and arguments of the faculty member being dismissed.

5.2 RESIGNATION
A tenured faculty member may resign by a letter of resignation. All rights to tenure or to continued employment at the University are extinguished by a resignation.

5.3 LAYOFF OF PROBATIONARY FACULTY MEMBER

5.31 Subject to the notice requirements set forth in Article 2, Section 2.5 of this Handbook, probationary faculty members may be laid off in the event of a reduction in the size of the law school faculty or a discontinuance of the law school. It shall be within the sole discretion of the Dean and Faculty of Law to discontinue one or more positions by the termination, reduction or other material modification of any such educational programs at any time.

5.4 LAY-OFF OF TENURED FACULTY MEMBER

5.41 Tenured faculty members may be laid off in the event of a reduction in the size of the law school faculty or discontinuance of the law school. It shall be within the sole discretion of the Dean and Faculty of Law to discontinue one or more positions by the termination, reduction or other material modification of any such educational programs at any time. No layoff of any tenured faculty member shall be effective until at least twelve months notice of the layoff shall be given.

5.42 No tenured faculty member may be laid off unless all probationary faculty members within the class are first laid off. In the event of layoffs of tenured faculty members, layoffs shall be in inverse order of seniority with the most recently tenured faculty member in the classification laid off first.
5.43 For purposes of applying these provisions, seniority for tenured faculty members shall be determined by reference to the date of receipt of tenure continuously held whether initially granted at this or another ABA accredited law school.

ARTICLE 6. SANCTIONS OTHER THAN DISMISSAL

6.1 MINOR SANCTIONS. The University may issue a private reprimand to any faculty member for conduct pertinent to his or her duties as a faculty member that justifies a minor sanction. A copy of the reprimand will become part of the personnel file of the affected faculty member. The affected faculty member shall have the right to submit a written response, which will become part of the personnel file.

6.2 MAJOR SANCTIONS. For conduct that justifies a major sanction but does not constitute good cause for dismissal, the University may initiate imposition of a sanction by the giving of a written notice to the faculty member to be sanctioned specifying the sanction to be imposed and the basis of the sanction. If the faculty member to be sanctioned wishes to contest the sanction he or she shall request a hearing within 20 days. The hearings shall be conducted in the manner specified herein for a hearing for dismissal for good cause.

ARTICLE 7. RETIREMENT

All faculty members lose any rights to tenure upon retirement. Retired law school faculty shall be entitled to the same benefits as retired members of the faculty of other parts of the University.

ARTICLE 8. LEAVES OF ABSENCE

8.1 SABBATICAL LEAVES

8.11 PURPOSE
The purpose of a sabbatical leave is to afford the faculty member the opportunity for academic or scholarly development.

8.12 ELIGIBILITY
A member of the faculty holding a tenured appointment shall be eligible for a sabbatical leave beginning in his or her seventh year of full time service on the faculty and beginning in the seventh year of full time service following his or her return from a prior sabbatical leave, subject to the following terms and conditions:

(a) An eligible faculty member may elect to apply for either a one semester sabbatical leave at full compensation or a two-semester sabbatical leave at half

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compensation, or a two-semester leave at full compensation but with a light teaching load, to be determined by the Dean.

(b) A faculty member shall not be granted a sabbatical leave during a terminal or retirement contract;
(c) Sabbatical leaves shall be contingent upon staffing and scheduling requirements.

8.13 APPLICATIONS
A sabbatical leave will be granted only after presentation of a definite plan for the academic or scholarly use of the leave. The application for a sabbatical leave must be submitted to the Faculty Status Committee of the School of Law on or before November 1st of the academic year preceding the academic year for which sabbatical leave is being sought. The Faculty Status Committee shall make a timely recommendation to the Dean as to whether to grant the sabbatical leave.

8.14 CONDITIONS
A sabbatical leave shall be subject to the following conditions:

(a) A faculty member who is granted a sabbatical leave must sign a statement that he or she will return to the faculty for at least one (1) academic year following the sabbatical leave;
(b) A report of the results of the sabbatical leave must be submitted to the Dean of the School of Law within ninety (90) days after the beginning of the semester following the end of the sabbatical leave.

8.15 DECISION
An applicant for a sabbatical leave shall be informed in writing of the decision by January 15th of the academic year in which the application was made.

8.2 FAMILY LEAVE

A faculty member shall be entitled to a one semester leave ("Family Leave") for purposes of caregiving following the birth or adoption of a child by the faculty member or the faculty member's spouse or domestic partner. Family Leave must be taken within one year of the birth or adoption. Family Leave will not alter a faculty member's compensation or benefits. The faculty member must provide reasonable notice to the Dean of the intent to take Family Leave as soon as possible so as to allow time for appropriate staffing.

8.3 SPECIAL LEAVES

8.31 The purposes of a special leave are to permit a faculty member to engage in, on a temporary basis, public service, formal study, research or teaching as a visitor at another institution. A special leave may also be granted for personal reasons. The term of a special leave is ordinarily for one or two semesters, but in exceptional circumstances it may be granted for more than two semesters or may be renewed. A tenured faculty member granted a special leave does not lose tenure rights, unless he or she does not
return to the law school within three years. A special leave will be granted or renewed if doing so does not create substantial adverse effects on staffing and course offerings.

8.32 Application for a special leave shall be made to the Dean, and the application should be made as early as possible to permit planning for purposes of replacement. The Dean shall have authority to set the time by which a faculty member granted special leave shall notify the Dean whether he or she will return to the law school the year following such special leave. For a probationary faculty member, a special leave granted for scholarly or academic purposes for one year or less shall be included for purposes of determining eligibility for tenure or promotion if so specified at the time the leave is granted. Special leaves granted for other purposes shall not be counted for tenure or promotion purposes.

8.33 A special leave is a leave without pay or compensation, but faculty members have the right to make arrangements with the Personnel Office for continuance of medical or other insurance during the leave period at the faculty member's expense, if so permitted by the suppliers of such insurance.

8.4 SICK LEAVE

In the event of major or extended illness or injury, the University will continue salary payments to a faculty member for up to three months during the academic year upon satisfactory proof of illness. The salary payments will be reduced by the amount of State Disability Insurance for which the faculty member is eligible, and the faculty member must notify the Personnel Office within three weeks from the commencement of the sick leave so that proper application can be made for such insurance. A special leave not to exceed two years shall be granted for illness or injury in excess of three months.

8.5 OTHER LEAVES

A leave of absence for jury duty or for military training shall be granted when required by law.

ARTICLE 9. PROFESSIONAL RESPONSIBILITIES OF THE FACULTY

9.1 It is impossible to define with precision the professional responsibilities of a faculty member. In part, it is expressed in an attitude of commitment to an academic way of life—the pursuit, transmission and protection of knowledge and values of society. It is a full time commitment during the academic year including, but not limited to, proper preparation for and teaching of assigned classes, availability for consultation with and counseling of students, participation in governance and development of the law school and University through work on committees, participation in academic functions (including but not limited to graduation) and scholarly research and publications.

9.2 Service to the community is encouraged in amounts which do not interfere with the primary commitment to academic endeavors. Similarly, outside employment is not
precluded, as long as it does not impair the proper carrying out of the responsibilities of being a full time faculty member. While no specific quantitative restriction is imposed on a faculty member as to outside employment, there is a requirement to report the nature and extent of any such employment to the Dean.

9.3 Each faculty member is expected to keep regular and adequate office hours and to be available by appointment to students at other times. A faculty member may not receive compensation beyond his or her regular salary for tutoring his or her own students. Each faculty member is expected to uphold and to impart to students the ethical standards of the legal profession.

ARTICLE 10. COMPENSATION

Salary policies and fringe benefits not provided for in this Handbook are the subject of an agreement between the Associated Law Professors and the University, and nothing in this Handbook shall be interpreted in a manner contrary to the agreement.

ARTICLE 11. REVISION OF THE FACULTY HANDBOOK

Provisions of this Handbook may be changed by mutual agreement between the University and the Associated Law Professors.