

Minutes for Faculty Meeting September 12, 2017

The meeting was called to order by Dean Sergio Pareja at 3:06 p.m.

Faculty in attendance: Maryam Ahranjani, George Bach, Marsha Baum, Reed Benson, Camille Carey, Barbara Creel, Scott England, Marquita Harnett, Steven Homer, Lucrecia Jaramillo, Joshua Kastenbergl, April Land, John LaVelle, Nathalie Martin, Serge Martinez, Alfred Mathewson, Jennifer Moore, Aliza Organick, Daniel Ortega, Gabe Pacyniak, Mary Pareja, Sergio Pareja, Michelle Rigual, Leo Romero, Alexandra Siek, Sarah Steadman, David Stout, Carol Suzuki, Sherri Thomas, Cliff Villa, Kevin Washburn, John Whitlow, Peter Winograd, Christine Zuni Cruz

Staff in attendance: Beverly Akin, Krista Allen, Hannah Farrington, Heather Harrigan, Nancy Huffstutler, Chad Covey, David Pallozzi

Student Representatives in attendance: Keri Rezac, Ben Osborn

Announcements:

- David Pallozzi gave a brief announcement about the 2017 incoming class stats compared to the 2016 incoming class. Handouts were made available to the faculty (see **Attachment A**).
- Dean Pareja welcomed the faculty and senior administrative staff to the first faculty meeting of the new school year. Two new members were introduced and welcomed: Professor Gabriel Pacyniak and Professor Sarah Steadman.
- UNM Service Awards were announced for the following: Aliza Organick (10 years) and Chad Covey (5 years).
- Dean Pareja announced that the Office of the Provost is kicking off the UNM United Way Campaign, which will be from October 7 to November 17, 2017, and is asking for a coordinator or a set of coordinators in each unit to serve as the primary point of contact for the School of Law. If you are interested, please let us know. The University of New Mexico School of Law has been a proud supporter of the United Way, its mission, and its goals.
- Dean Pareja announced a reminder that the Albuquerque Bar Association holds monthly luncheons and encouraged faculty to attend. The deans would like to strengthen the relationship between faculty and local attorneys.
- Associate Dean Marsha Baum announced that she had heard back from eight or nine faculty members about the mentor program and would like to thank all who did respond and encouraged more faculty members to participate in the mentoring program.
- Associate Dean Baum also announced that anyone planning to give a midterm exam should contact the Registrar so arrangements can be made as soon as possible.
- Dean Mathewson announced that he had attended the UNM Regents meeting earlier in the day and updated the faculty on the UNM President search, indicating that the Regents are continuing with the search and should start bringing in candidates' in October. Acting

President Abdallah, will continue working to address the many issues facing the university. Professor Scott Hughes, who attended the meeting, mentioned to Dean Pareja earlier in the day that he was planning to email the faculty a summary regarding what happened at the meeting.

Lunch Drawing: Dean Mathewson and Dean Pareja mentioned that a drawing will be held each month for one faculty person to have lunch with three School of Law staff members and the deans. The deans will personally treat all four people to lunch. This is meant to be an opportunity to build camaraderie and share about yourself and what you do outside of work. Professor Cliff Villa's name was chosen.

Discussion Regarding Student Signs of Distress and Mental Health Issues - Assistant Dean Heather Harrigan, Nancy Huffstutler and Teresa Law: Assistant Dean Harrigan introduced Teresa Law as our resident SHAC Counselor. The three presented on what faculty should do to detect and assist students in crisis.

Action Item – Approval of Minutes from May 2, 2017 Faculty Meeting: A motion was made by Professor April Land to approve the minutes from the last faculty meeting. The motion was seconded. It passed without any no votes and with three abstentions.

Action Item – Vote on Law Library Lecturer Promotion Policy: Professor Michelle Rigual announced that there was one change on page 5 to the proposed policy that was discussed at the last faculty meeting and circulated via e-mail prior to this meeting. Professor Rigual moved to approve the amended draft policy, and her motion was seconded. The motion passed without any no votes and with one (1) abstention. The policy as passed is attached as **Attachment B**.

Action Item – Designation of Law School Primary and Alternate Representative to the AALS House of Representative: Dean Pareja announced that the Professor Sherri Thomas is willing to serve as the designated representative at the annual meeting in San Diego in January. Professor John LaVelle offered to serve as the alternate representative. A motion was made for Professor Thomas to be the primary representative and Professor LaVelle to be the alternate representative. The motion passed without any no votes and with one abstention.

Action Item – Vote on Emeritus status for Sherri Burr: Dean Mathewson and Dean Pareja strongly stated the reasons why Professor Sherri Burr should be given Emeritus status. Dean Mathewson spoke of the many years that Professor Burr has been on the faculty and noted that since Sherri arrived she has been through ten UNM Presidents. He also noted that Professor Burr has had a very accomplished career: She has authored or co-authored 26 books and published several law review articles, she served as president of the New Mexico Black Lawyers Association, and she has served as Chair of the Art Law and International Law Sections of the Association of American Law Schools. She has taught countless students, staying in touch with many of them after they graduate, and she created the law school's Art Gallery. Dean Pareja noted that Professor Burr continues to have a very accomplished career after retirement, as evidenced by the fact that right now she is in Scotland interviewing subjects for a book that she is working on. A motion was made and seconded on granting Emeritus status for Professor Burr. It passed unanimously without any no votes and with no abstentions.

Faculty Appointments Committee Report: Professor Nathalie Martin reported that last year we expressed concern regarding the loss of so many Latino law professors over the years. It also was brought to the committee's attention that many of our students expressed concern over the lack of diversity within the School of Law faculty, despite the fact that many of them chose UNMSOL over

other schools because of our rich diversity, which we promote as a recruiting tool. While no specific resolution was reached, there was much discussion among the faculty as to how to recruit a more diverse faculty. The committee's general approach will be to attend the AALS recruiting conference in D.C. but to also be particularly open to interviewing diverse local talent. The committee also noted that it is not just going to focus on published scholarship when recruiting. It also will look for evidence of scholarly potential.

Update from the Building & Safety Committee - Professor Cliff Villa: Professor Villa gave an update regarding the enhancements that were completed over the summer. New carpet was installed over the summer in two classrooms. Professor Villa thanked Krista Allen for all her work in connection with the carpet installation. Professor Villa also asked the faculty to let the committee know if they should notice any safety issues at the law school. He said that the easiest way to do that is to type "Facilities" in the email address line and send a message about the problem. Professor Villa also discussed the installation of the thirteen security cameras around the law school. Some are in hallways. He noted that the cameras are motion sensitive and will record only if there is movement. He also noted that there is no sound in the recordings so conversations will not be captured. The cameras currently are not recording. Prior to starting recordings, decisions will need to be made as to who will monitor the recordings and how long videos will be kept. The committee has reached out to the deans to contact other law schools for their policies. The next item on the Building and Safety Committee's docket is to craft a proposed policy regarding naming rights and public recognition at the law school. The committee will be reaching out to the faculty for information and input.

Reporting on Rules Regarding Hiring of Student Employees - Dean Pareja: Dean Pareja reported to the faculty regarding the rules with respect to hiring student employees. All student employees, including work study-student employees, must be posted on the UNMjobs website for a minimum of five calendar days. All student employees (including work study) are required to complete the online customer service training before new or continuation paperwork can be processed for them. The Hiring Proposal must be approved by the Student Employment Office, before the student begins working. Dean Pareja informed the faculty of the hours that research assistants (RAs) and teaching assistants (TAs) can work. In general all faculty members may hire one RA per semester upon request for up to 20 hours per week if the student is work-study and up to 6 hours per week if the student is not work-study. Also, all faculty members teaching 1L sections may hire one TA per semester upon request, and TAs may work 10-15 hours per week regardless of whether they are work-study. Any exception to these general rules would have to be approved by the deans.

The meeting was adjourned at 4:35 p.m.

Attachment A

2017 DATA is NOT FINAL	2016		2017	
Total Applications	629		702	11.61% increase
Admitted	267	43% admitted	333	47% admitted
Matriculated	111	42% yield	120	36% yield
Males matriculated	53	47.77%	52	43%
Females Matriculated	58	52.25%	68	57%
Average Age	24		25	
LSAT 75%	157		156	
Median	153		153	
LSAT 25%	150		151	
UGPA 75%	3.67		3.67	
Median	3.47		3.46	
UGPA 25%	3.2		3.13	
Resident	98	88.29%	98	81.67%
Non Resident	12	10.81%	22	18.33%
Minorities				
Native American	5		6	
2 or more	2		5	
Total	7	6.30%	11	9.17%
Asian	4		2	
2 or more	1		2	
Total	5	4.51%	4	3.33%
Black/African American	1		4	
Two or more	0		1	
Total	1	0.90%	5	4.17%
Native Hawaiian/Pacific Islander	0		1	0.83%
Caucasian/White	47		53	
Two or more	0		1	
Total	47	42.34%	54	45%
Hispanic	23		20	
Two or More	22		14	
Total	45	40.54%	34	28.33%
Did not Indicate	3		11	
Total minority	58	52.25%	56	46.67%

Top Feeder Schools				
University of New Mexico			43	
New Mexico State			15	
University of Washington			3	

Attachment B

**POLICY ON
LECTURERS ON THE LAW LIBRARY FACULTY
APPOINTMENT, REVIEW & PROMOTION
Adopted September 12, 2017**

- I. Background. On November 26, 2013, the University Faculty Senate approved Faculty Handbook amendment C190: Lecturer Annual and Promotion Reviews. This policy implements C190 and provides procedures for the appointment, review, and promotion of law library faculty who are appointed as Lecturers III.
- II. Appointment & Pre-Promotion Contracts.
 - a. Appointment.
 - i. Law library faculty shall ordinarily be appointed to tenure-stream positions, as defined by the University of New Mexico, but may be appointed to the position of Lecturer III when judged appropriate by the Dean in consultation with the Library Director, and taking into account the recommendation of the faculty.
 - ii. The appointment committee for Law library faculty who are appointed as Lecturers III shall include, if available, at least one law library faculty member, and preferably at least one lecturer on the law faculty or law library faculty who holds the rank of Senior or Principal Lecturer.
 - iii. As appropriate, the hiring criteria will take into account the demands of academic law librarianship and the qualities of a successful law librarian as outlined in the evaluative criteria listed below at Subsection III.b.
 - iv. The Dean is the hiring officer and shall make final hiring decisions. In accordance with ABA standards,¹ the Dean will consider the written recommendation and report of the Library Director. The Dean will also take into account the recommendations of the appointment committee and library staff, any faculty vote, and any other relevant information.
 - v. If the Dean, in his or her discretion, determines that an applicant for lecturer has the qualifications and experience defined below at Subsection IV.a, that applicant may be appointed at the rank of Senior or Principal Lecturer.
 - b. Pre-Promotion Contracts.
 - i. Initial Contracts. The law library faculty member's first year of appointment is a probationary year, and the contract for that year is for one year. During the probationary year, the Library Director will provide instruction and guidance, as appropriate, and will review the faculty member's work. The Library Director will regularly consult with the Dean about the performance of the new law library faculty member.

¹ ABA Standard 602(c) states that the "director of the law library and the dean are responsible for the selection and retention of personnel."

- ii. Subsequent Contracts. Newly-appointed law library faculty who were appointed at the rank of Senior or Principal Lecturer and who earn positive evaluations in their first year will receive the benefits of their rank, including a contract of appropriate length, after their probationary year. Otherwise, upon positive performance in the first year, renewal contracts will be for one year, except as provided below at Subsection III.c.
- III. Annual Reviews of Lecturers on the Law Library Faculty.
 - a. The Law Library Director shall provide annual reviews of the effectiveness of lecturers on the law library faculty with regard to librarianship. The Dean shall provide annual reviews of their effectiveness with regard to classroom teaching and service and will encourage the lecturer's growth in scholarship. Subject to the discretion of the Dean, positive annual reviews should lead to renewal.
 - b. Lecturers on the law library faculty will be evaluated according to the following criteria.
 - i. Librarianship, including both the core competencies of law librarianship and the specialized competencies relevant to the law library faculty member's duties (see Appendix A);
 - ii. Classroom teaching if this among the individual's assigned duties, including both preparation and delivery of class material;
 - iii. Service to the Law School, to the University, to the legal community, to law library or other professional organizations, or any other equivalent service activity; and
 - iv. Professionalism and collegiality.
 - c. Year Three Review of Pre-Promotion Lecturers.
 - i. This subsection applies to a lecturer who does not hold the rank of Senior or Principal Lecturer.
 - ii. In the third year of service at the Law School, a lecturer's annual review will include an assessment of his or her progress towards promotion. If the review is positive, the lecturer can expect an assurance that promotion expectations are being met, and the prospects for promotion are favorable. He or she will receive a two-year contract, beginning the following academic year. No formal evaluative process, other than the regular annual review conducted by the Dean and Library Director, will be required prior to the lecturer becoming eligible for a two-year contract under this provision.
 - d. Negative Evaluations, Non-Renewal & Remedial Plans. In the Dean's discretion, a negative evaluation may result in a remedial plan, or, if the lecturer is in the final year of his or her contract, either a remedial plan or non-renewal. The decision not to renew the lecturer's contract shall comply with the University's policies for non-renewal of lecturers.
 - i. Notice of Non-Renewal.
 - 1. For lecturers in their probationary year, the non-renewal decision shall be communicated in writing to the lecturer no later than March 31 of his or her first academic year.
 - 2. For lecturers past their probationary year, the non-renewal decision shall be communicated in writing to the lecturer no

later than December 15 of the final year of the existing contract.

- ii. Remedial Plan. If the Dean determines that a remedial plan is appropriate, the Dean, in consultation with the Library Director, shall provide the lecturer a written description of the areas in which the lecturer must improve to continue as a member of the faculty.
 1. The remedial plan will indicate the time by which the lecturer is expected to improve.
 2. The remedial plan may indicate that if concerns are not adequately addressed, the lecturer will not be renewed.
 3. Both the lecturer and the Dean must sign this document.

IV. Promotion.

- a. Standards & Criteria. Promotion to Senior or Principal Lecturer should be made after a careful review of the lecturer. The promotion is based on experience in law librarianship and professional and leadership accomplishments and promise.
 - i. Experience in Law Librarianship. A lecturer seeking promotion must have sufficient experience in law librarianship.
 1. Time.
 - a. A Senior Lecturer must have at least five years of continuous experience as a law librarian at the Law School at 0.5 FTE or greater. At the discretion of the Dean, years of service at another institution of higher learning may be used to meet the years needed for promotion.
 - b. A Principal Lecturer must have at least eleven years of continuous experience as a law librarian at the Law School at 0.5 FTE or greater. At the discretion of the Dean, years of service at another institution of higher learning may be used to meet the years needed for promotion.
 - c. For purposes of this subsection, “continuous experience teaching” shall be interpreted in the same manner as it is interpreted for tenure-track faculty at the University of New Mexico.
 2. A lecturer’s probationary year at the Law School is included in the calculation of experience as a law librarian.
 - ii. Professional & Leadership Accomplishments & Promise.
 1. A lecturer seeking promotion must show professional and leadership accomplishments and promise. In particular, he or she must show that he or she:
 - a. Has demonstrated professional excellence and has made and will continue to make sound and valuable contributions in his or her professional areas;
 - b. Has consistently demonstrated wider service to the Law School community and its mission; and
 - c. Has shown a conscientious interest in improving his or her professional skills.

2. A law library faculty member's professional and leadership accomplishments and promise will be measured by evaluating the criteria listed above at Subsection III.b.
- b. Promotion Timeline & Process.
- i. For purposes of this subsection, "peer faculty" are all faculty members who may vote on the promotion of lecturers under Article III of the UNM School of Law Voting Policy.
 - ii. Deadlines. In the year after a lecturer has completed the required time in service for the promotion for which he or she would be eligible, he or she may apply for promotion to Senior or Principal Lecturer. The Dean, the Faculty Retention, Promotion & Tenure Committee, Library Director, and the lecturer shall observe the following process and approximate deadlines. The Dean may adjust these deadlines as necessary to ensure a fair and adequate process, or to accommodate University of New Mexico timeline changes.
 1. Early August:
 - a. The Dean or the Chair of the Retention, Promotion & Tenure Committee shall notify the lecturer that he or she may be eligible for promotion. The lecturer may also submit notice to the Dean or the Chair of the Faculty Retention, Promotion & Tenure Committee of his or her intention to seek promotion.
 - b. Failure to meet this deadline shall not disqualify a lecturer from seeking promotion in that academic year.
 2. Early September: the Dean shall appoint eligible tenured faculty and qualified lecturers to the Faculty Retention, Promotion & Tenure Committee to evaluate the lecturer.
 - a. The Chair of the Faculty Retention, Promotion & Tenure Committee shall appoint an appropriate subcommittee consisting of at least two tenured faculty members and a lecturer who has achieved the sought-after promotion, if available. At least one of the tenured faculty members of the subcommittee shall be a law librarian, if available.
 - b. In selecting the subcommittee, the Dean or the Chair of the Faculty Retention, Promotion & Tenure Committee shall consult with the lecturer who will be under consideration for promotion.
 - c. Any member of the subcommittee may serve as chair of the subcommittee.
 3. Early October:
 - a. The chair of the subcommittee or the Chair of the Faculty Retention, Promotion & Tenure Committee shall advise the lecturer as to the evaluation materials that will be required for the relevant time period. In general, the lecturer should expect to provide the following materials to the Faculty Retention, Promotion & Tenure Committee before the end of the fall semester:
 - i. Curriculum vitae;
 - ii. Librarianship statement and portfolio, including:

1. Evidence of acquisition of all core competencies of law librarianship;
2. Evidence of proficiency in the specialized competencies relevant to the lecturer's assigned duties;
3. Where the law library faculty member's assigned duties include classroom teaching, teaching materials, including:
 - a. Teaching statement or portfolio;
 - b. Summary of student evaluations;
 - c. Peer teaching evaluations, including general peer teaching evaluations not related to a specific course; and
 - d. Course materials;
 - e. Course syllabi;
 - f. Peer teaching evaluations specific to the particular course; and
 - g. Original teaching materials;
- iii. Service record statement; and
- iv. Supplemental materials. These materials, such as letters of recommendation, awards, books, articles, or research grants received, are not required but they may be submitted by the lecturer for consideration. These materials must be accompanied by a comprehensive content list.
- b. Relevant Time Period. The evaluation of a lecturer for promotion to Senior or Principal Lecturer shall be based on materials that date from the most recent of:
 - i. The lecturer's appointment to the Law School faculty;
 - ii. The first year in which the lecturer received a two-year appointment as described above at Subsection III.b; or
 - iii. The lecturer's promotion to Senior Lecturer.
4. Mid-January to early February: The subcommittee will conduct classroom visits and seek confidential feedback from current law library faculty.
5. Mid-February:
 - a. The subcommittee will review the materials submitted by the lecturer, its own reports of classroom observations and feedback from current law library faculty, any available annual reviews by the Dean and Law Library Director, and student evaluations obtained from the Registrar's office for the relevant time period. Based on these materials, the subcommittee shall prepare an initial report and recommendation. The Chair of the Faculty Retention, Promotion & Tenure

Committee shall then submit the initial report and recommendation to the lecturer for review.

- b. The lecturer may review the initial report and recommendation and may submit a written statement. If the lecturer submits a written statement, the Faculty Retention, Promotion & Tenure Committee may make changes to the report and recommendation, as it deems necessary.

6. Late February: The Faculty Retention, Promotion & Tenure Committee shall provide its recommendation and report on lecturer promotion to the peer faculty.
7. March 15: The Dean shall call a meeting of the peer faculty to consider the promotion application. The peer faculty will review the recommendation and report, and may take a vote on the recommendation and report.
8. March 18: The Library Director shall provide his or her recommendation and report on lecturer promotion.
9. March 25: The Dean shall review the recommendations and reports of the Library Director; Faculty Retention, Promotion & Tenure Committee; any statement by the lecturer; and the results of any peer faculty vote, and shall make a determination on the suitability of the promotion.
10. April 1: The Dean shall direct that all necessary documents be submitted to the Provost using the appropriate forms and process.

c. Effect of Promotion.

i. Senior Lecturers will receive:

1. Promotion to the rank of Senior Lecturer;
2. A salary increase that is consistent with the practices of the Law School; and
3. A two-year contract. Subject to the discretion of the Dean. Senior Lecturers whose annual evaluations demonstrate continued development and maturity with regard to their professional activities and leadership within the University can expect to maintain this rank and its benefits.

ii. Principal Lecturers will receive:

1. Promotion to the rank of Principal Lecturer;
2. A salary increase that is consistent with the practices of the Law School;
3. Eligibility for one semester of sabbatical after at least six years of service at the Law School and after every six years of additional service thereafter; and
4. A three-year contract. Subject to the discretion of the Dean, Principal Lecturers whose annual evaluations demonstrate continued development and maturity with regard to their professional activities and leadership within the University can expect to maintain this rank and its benefits.

- d. Denial of Promotion: If the promotion is denied, the lecturer will retain his or her former title and benefits, including eligibility for a two-year term

appointment as described above at Subsection III.c. The lecturer will be eligible to reapply for promotion after a two-year period.

APPENDIX A



Competencies of Law Librarianship

Approved by the Executive Board March 2001, Tab34A

Revised by the Executive Board April 2010, Tab 17

The American Association of Law Libraries seeks to define the profession of law librarianship and its value to the legal field, today and in the future, by identifying, verifying, and actively promoting competencies of law librarianship. Competencies are the knowledge, skills, abilities, and personal characteristics that help distinguish superior performance. [1] These competencies may be acquired through higher education such as library and information science graduate programs [2], through continuing education, and through experience.

The first section, "Core Competencies", includes those that apply to all law librarians, and will be acquired early in one's career. The subsequent sections are related to specific areas of practice. Some law librarians (for example, solo librarians or librarians in smaller institutions) may have multiple responsibilities and need to be proficient in more than one of the "Specialized Competencies." Other law librarians may specialize in just one area or in a subset of one area.

Individual librarians may use the AALL Competencies for coordinating their continuing education as they identify areas for professional growth. Employers may use the Competencies to make hiring, evaluation and promotion decisions, and to make recommendations for professional development. The American Association of Law Libraries uses the Competencies as a framework within which to structure professional development programs. This framework provides guidance to ensure that the programs offered will assist law librarians in attaining and maintaining the skills or knowledge necessary for their current and future work.

1 Core Competencies

Core Competencies apply to all law librarians.

1.1 Demonstrates excellent service to users and evidences a strong commitment to continual service improvement by participating in regular training and by collecting, evaluating, and responding to user satisfaction data.

1.2 Recognizes and addresses the diverse nature of the library's users and community.

1.3 Understands, supports, and contributes positively to the evolution of the culture and context of the library and its parent institutions.

1.4 Demonstrates knowledge of the legal system and the legal profession.

1.5 Understands the social, political, economic, and technological context in which the legal system exists.

1.6 Demonstrates knowledge of library and information science theory and the creation, organization, and delivery of information within its technological context.

1.7 Adheres to the Ethical Principles of the American Association of Law Libraries and supports the shared values of librarianship. [\[3\]](#)

1.8 Exhibits leadership skills including critical thinking, risk taking, creativity, negotiation, collaboration, and change management.

1.9 Demonstrates commitment to working with others to achieve common goals.

1.10 Acts within the organization to implement the principles of information management.

1.11 Exhibits an understanding of the importance of a multidisciplinary and cross-functional approach to programs and projects within the organization.

1.12 Shares knowledge and expertise with users and colleagues.

1.13 Displays excellent communication skills and is able to promote the library and advocate for its needs.

1.14 Communicates effectively with publishers and other information providers to advance the interests of the library.

1.15 Recognizes the value of professional networking and actively participates in professional associations and online communities.

1.16 Actively pursues personal and professional growth through continuing education.

Specialized Competencies

Specialized Competencies relate to specific areas of practice.

2 Library Management

- 2.1 Engages in a continual process of long-range planning.
- 2.2 Manages all financial resources, including planning and implementing budgets.
- 2.3 Selects, supervises, and evaluates library personnel, and provides for their training and development.
- 2.4 Understands the principles of project management and organizes people and resources to accomplish complex tasks.
- 2.5 Determines and articulates the applicable criteria for delivery of library services, and measures and evaluates the quality of those services.
- 2.6 Ensures the optimal use of library facilities to accommodate the evolving needs of users and staff.
- 2.7 Provides leadership, including negotiation and collaboration with relevant members of the organization, to ensure that the library is vital to the parent organization.
- 2.8 Maintains an understanding of trends, developments, new tools, and emerging technologies in publishing and the information industry.
- 2.9 Tracks, anticipates, and influences changes in policy and legislation that impact the library and the profession.
- 2.10 Promotes and markets the library's services and collections in ways consistent with the needs and mission of the organization.

3 Reference, Research, and Client Services

- 3.1 Provides skilled and customized reference services, including specialized subject services on legal and non-legal topics.
- 3.2 Evaluates the quality, authenticity, accuracy, and cost of information resources in a variety of formats best suited to the user's needs, and conveys the importance of these to the user.
- 3.3 Assists users with legal research using information resources in a variety of formats best suited to the user's needs.
- 3.4 Consistent with applicable codes assists non-lawyers in accessing the law.
- 3.5 Aggregates content from a variety of sources and synthesizes information to create customized products for users.
- 3.6 Creates research and bibliographic tools on legal and related topics in a variety of media.
- 3.7 Monitors trends in specific areas of the law.

3.8 Monitors and participates in trends in library resource sharing.

4 Information Technology

4.1 Understands the practical application of creating, accessing, and managing information including databases, integrated library systems, client-server applications, hardware, software, web applications, mobile applications, networks, and electronic information resources.

4.2 Evaluates the need for new and emerging technologies and implements required changes.

4.3 Conducts long-range planning and policy formulation for technology services and training needs.

4.4 Evaluates, purchases, implements, and tests software and hardware necessary for accessing electronic information.

4.5 Assists and educates users and colleagues in the use of the library's information systems, both internal and external.

4.6 Diagnoses and resolves library hardware, software, local area network, website and Internet connectivity problems.

4.7 Develops, creates, and maintains the library's online presence.

4.8 Determines technology training needs of users through observation, discussion, and the use of needs assessment tools, and provides training to meet those needs.

4.9 Understands the importance of information technology standards and prefers standards-compliant information technologies

5 Collection Development

5.1 Creates collection development policies intended to meet the needs of users and to the overall mission of the parent organization.

5.2 Makes selection decisions in consideration of all relevant factors, including the library's collection development policy, differences among formats, costs of purchase, upkeep, licensing, and copyright.

5.3 Evaluates information resources in all formats, integrates them to meet the needs of users, and discards or archives them as appropriate.

5.4 Understands the acquisition and management of a diverse collection of legal and non-legal resources. Understands the principles of copyright, licensing, purchasing, and accounting, and creates procedures respecting these issues consistent with the procedures of the parent organization.

5.5 Applies appropriate preservation practices to the library's collection.

6 Cataloging

6.1 Ensures the optimal arrangement of and access to the library's resources to meet the needs of users.

6.2 Improves the power and scope of library services through resource sharing.

6.3 Selects and implements an appropriate level of descriptive cataloging, classification, and subject analysis to meet the needs of the institution and the nature of its legal materials.

6.4 Creates, selects, and manages catalog records according to national standards and accepted practices.

6.5 Selects, implements, and continually improves an integrated library system appropriate to the needs of the institution's users.

7 Teaching

7.1 Determines the educational needs of users through observation, discussion, and needs assessment tools.

7.2 Effectively teaches library users and colleagues with differing needs and technological skill levels.

7.3 Knows and applies the principles of adult learning.

7.4 Designs curricula and teaches to meet the educational needs of users, and evaluates the educational process for effectiveness.

7.5 Educates users in cost-effective and efficient methods of legal research.

7.6 Provides training and guidance on the organization and use of legal resources in various formats.

7.7 Trains users in commercial research databases, coordinating with vendors where appropriate.

7.8 Promotes the effective use of new resources and technologies for the retrieval of information.

7.9 Prepares and packages materials such as bibliographies, pathfinders, training scripts, podcasts, webinars and handouts.

[1] Kenneth H. Pritchard, CCP. Society for Human Resource Management White Paper, August 1997, reviewed April 1999.

[2] See " AALL Guidelines for Graduate Programs", November 1988; AALL Professional Development Policy, July 1996

[3] American Association of Law Libraries Ethical Principles, 1999