



**The University of New Mexico**

School of Law  
Office of the Dean  
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**M E M O R A N D U M**

TO: LAW FACULTY

FROM: LEO M. ROMERO, DEAN

DATE: March 20, 1992

SUBJECT: FACULTY MEETING AGENDA

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**Faculty Meeting  
March 23, 1992  
Dean's Conference Room  
4:00 p.m.**

1. Approval of Faculty Meeting minutes of March 2 and March 10, 1992
2. Dean's Report
3. Report from Library Committee - Chris Fritz
4. Report on NM State Bar's special summer clerkship proposal (see attachment) - Peter Winograd
5. Report from Ad Hoc committee on Writing Requirement - Alfred Mathewson
6. Mid-Term Exam Procedure - Peter Winograd

**March 23, 1992**

Faculty Meeting Minutes  
School of Law  
Dean's Conference Room, 4:00 PM

PRESENT: Kelly, Taylor, Flickinger, Winograd, Hart, Sanders,  
Sedillo-Lopez, W. Ellis, West, Occhialino, Gill,  
Godfrey, J. Ellis, Hall, Utton, Burr, Fort, Bergman,  
MacPherson

The meeting was called to order by Dean Leo Romero.

After proper motion and second, the minutes of the meeting of March 2, 1992 and March 10, 1992 were approved.

**DEAN'S REPORT:**

.Dean Romero reported that Touro College of Law seeks faculty members as visitors.

.Dean Romero announced that Wayne State is looking for a Dean and the folder with this information is available from Trish Bianchi.

.Dean Romero described the U.S. News & World Reports academic rankings of law schools. UNM Law School was ranked 56th by academics and 120th by judges and lawyers. He expressed the belief that the latter ranking stemmed from unfamiliarity with our law school by lawyers and judges outside of New Mexico

.Professor Sanders will direct our Summer Instituto.

.Professor Mathewson will represent UNM at the CLEO summer program.

.Dean Romero reported on his negotiations with Gloria Valencia-Weber. She enthusiastically received our offer, but her acceptance depends on whether there are opportunities for her husband in New Mexico. The Dean described his efforts to help Professor Valencia-Weber with The College of Education, Honors College and Psychology Department.

.Dean Romero reported that the University received an additional \$3 million from the State. There is only \$1.2 million available for faculty raises which is approximately a 1% raise. Dean Romero will be writing a memo to the Provost about market adjustments. The Dean raised the issue of allocation of tuition increases to the Law School budget with Provost Risser and will also memorialize this understanding in a memo to the Provost.

**LIBRARY REPORT**

.Professor Fritz reported that the Library received \$50,000 to purchase books. The committee urges the faculty to recommend book purchases to fill the gaps. Realistically, it is difficult to keep up periodicals, but treatises and monographs can be purchased. Fred Hart suggested that the library send brochures and new title lists to faculty members in order to facilitate faculty participation in building the collection.

**PROPOSAL TO BOARD OF GOVERNORS AND STATE BAR**

.Associate Dean Winograd reported on a proposal to the Board of Governors and State Bar regarding a minority clerkship program. The proposal takes the faculty out of the selection of minority students for the program. The selection committee is made up of members of the Bar. The faculty role is to provide letters of recommendation. Students will be placed randomly in firms earning whatever summer clerks earn in the firm. There would be no obligation for future clerkships or permanent employment. Dean Winograd is very pleased with the proposal and believes it to be a good program. Professor Jim Ellis was concerned that published criteria are different from the real criteria. No faculty action was required or taken.

**MID-TERM EXAM PROCEDURE**

Dean Winograd reported that if mid-term examinations count in the final grade, faculty must follow all final exam procedures. In addition, mid-terms cause some scheduling problems. He recommends that faculty make sure that mid-terms do not conflict with other student obligations.

**OTHER BUSINESS**

The University of Guadalajara invited 3 to 5 professors to visit Guadalajara for one week at the end of July or the beginning of August. There will be three or four lectures on U. S. Law in English. Anyone who is interested should tell Bill MacPherson in the next week or so. Guadalajara is most interested in free trade, but have more general interests as well.

**NEW BUSINESS**

Professor Garrett Flickinger distributed a memo NALSA distributed regarding the selection of the Indian Law Professor. Professor Flickinger was concerned that students had a vote in selection of faculty and were present during discussions. He also was

**March 23, 1992 Faculty Minutes**  
**Page 3**

concerned that they were not told that such discussions are confidential. He suggested that faculty develop a policy about student participation in faculty selection.

**Motion:** Proposed that the Dean appoint a committee to develop proposals on a policy on students and other non-faculty participation in faculty selection. Motion was seconded and passed.

**ANNOUNCEMENTS**

There will be some law faculty visitors from the University of Granada visiting the Law School March 26 for a conference on Spanish Law.

Professor Sherri Burr announced that Alberto Szekeley will speak Tuesday, March 31, 1992 regarding The Environment in International Law.

The meeting was adjourned at 5:02 PM.

Ruth L. Kovnat  
Associate Dean and Professor of Law

STATE BAR OF NEW MEXICO COMMITTEE  
ON THE MINORITIES IN THE PROFESSION  
OUTLINE OF SPECIAL CLERKSHIP PROGRAM

GUIDELINES & PROCEDURES

1. Organization: The Committee on Minorities in the Profession of the State Bar of New Mexico developed The Special Clerkship Program ("Program") as a recognition of the Bar's responsibility to provide additional opportunities to groups historically under-represented in the legal profession. Minority lawyers traditionally have had a difficult time obtaining employment with large law firms. The Program is designed to create employment opportunities in law firms by giving these students law clerk experience after their first year in law school.

2. Eligibility: Students who have completed their first year of law school at the University of New Mexico are eligible to participate in the Program. While the emphasis of the Program will be on the participation of minority students, the Program will not be limited to minority students.

A. Selection Committee: The Committee on Minorities in the Profession will establish a Special Clerkship Program Selection Committee ("Selection

Committee"), will approve the guidelines and procedures of the Program and will assist with selection of the clerks.

B. Application: Interested students will be required to fill out an application and to submit supporting documents.

C. Recruitment: The Selection Committee will explain the Program and provide copies of the Program's Guidelines and Procedures and Application Form to all interested students.

D. Criteria:

1. Any first year student in good standing at the University of New Mexico Law School may apply;

2. Students will be selected based upon consideration of their written application, personal statement, law school grades, academic background, employment history, professional interests, communication and writing skills, and references. Interviews of applicants may be requested by the Selection Committee.

E. Selection: The Selection Committee will make a final determination as to those individuals selected for participation in the Program. The number of students selected for participation in the Program will be equal to the number of positions available in the Program for that year.

F. Assignments: The clerks will be randomly assigned by the Selection Committee to the law firms. After selections are made and placements are assigned, the law firms will be informed and will initiate contacts with the clerks.

G. Timetable: Applications will be due March 1 of each year and the selections will be made by April 1.

3. Law Firms:

A. Participating Law Firms: Any law firm may participate in the program.

B. Salary: Each law firm will pay the clerk its regular first year summer clerkship salary. The terms and conditions of employment, including salary, will be determined by the law firms.

C. Training: Clerks participating in the Program will be expected to participate in the same manner as the firm's other first year summer clerks in any training programs conducted by the law firm.

D. Evaluation: Clerks participating in the Program will be evaluated by their law firm in the same manner as the firm's other law clerks. In addition, the Committee on Minorities in the Profession will conduct exit interviews with both law firms and clerks to assess the benefits of the program.

E. Second Year Clerkship: Law firms are not required to extend an offer for a second year clerkship, but may do so if they wish. Participants in the Program should not expect such an offer.

F. Employment as an Associate: Law firms are not required to extend an offer of employment as an associate to any Clerk of the Program, but may do so if they wish. Participants in the Program should not expect such an offer.

G. Identification of Clerkship Program: Clerks are encouraged to identify participation in the Program when listing employment with their participating law firm on their resume.

4. Selection Committee: The Selection Committee will include representatives of participating law firms and other members as appointed by the Committee on Minorities in the Profession. The Selection Committee will organize a "get acquainted" luncheon between clerks and participating law firms.

643RMG



**STATE BAR OF NEW MEXICO  
SPECIAL SUMMER CLERKSHIP PROGRAM  
FOR FIRST YEAR LAW STUDENTS**

**APPLICATION**

**ALL APPLICATIONS MUST BE RECEIVED IN THE DEAN'S OFFICE BY 3/1/93**

All application forms and reference letters must be received in the Dean's Office. After the deadline date, these materials will be transmitted to the State Bar of New Mexico which will be solely responsible for the program. Interviews may be requested.

Name: \_\_\_\_\_  
(Please Print)

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

If you need additional space to complete any answer, please use a separate sheet of paper to provide the requested information.

**PRE-LAW SCHOOL ACADEMIC BACKGROUND**

<u>Colleges Attended</u> (Do not include summer schools)	GPA*	Degree Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Graduate Schools Attended</u> (Other than law school)	GPA*	Degree Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*If you need assistance with GPA data, see Dean Winograd or Liz Jenkins-Smith.

Honors received in college and/or graduate school:

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Significant extracurricular activities in college, graduate school and/or law school:

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**SIGNIFICANT WORK EXPERIENCE**  
(Both summer and permanent)

<u>From/To</u>	<u>Employer</u>	<u>Position Held/ Responsibilities</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**FALL SEMESTER COURSE PERFORMANCE**

Criminal Law

Professor: \_\_\_\_\_ Grade: \_\_\_\_\_

Contracts

Professor: \_\_\_\_\_ Grade: \_\_\_\_\_

LRRW

Professor: \_\_\_\_\_ Grade: \_\_\_\_\_

Historical Introduction to Law

Professor: \_\_\_\_\_ Grade: \_\_\_\_\_

Property

Professor: \_\_\_\_\_ Grade: \_\_\_\_\_

**TWO REFERENCES**

(At least one must be a Law School faculty member)

Please ask each of the individuals listed below to write a letter supporting your application to participate in this program. The letters must be delivered or mailed directly by the writers to the Dean's Office, and must be received no later than March 1, 1993.

Name:

In what capacity does  
this person know you?

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**PERSONAL STATEMENT**

Please use this space to provide the Selection Committee any other information that may not otherwise be apparent in your application and which might affect the Committee's decision. In your personal statement, you should consider including general autobiographical information (for example, elaborating on family history, important educational and work experiences, extracurricular activities), and your reasons for wanting to participate in this program. The statement should be limited to no more than three, double-spaced, typed pages.