

BYLAWS & APT CRITERIA OF THE *FACULTY* OF HOWARD UNIVERSITY SCHOOL OF LAW

Contents

MISSION OF THE SCHOOL OF LAW	4
STATEMENT OF INTENT	4
ARTICLE I--DEFINITIONS	4
ARTICLE II--FACULTY COMMITTEES	6
A. <i>Faculty</i> Committees	6
B. "Standing Committees"	6
1. The Appointments, Promotions and Tenure (APT) Committee	6
2. The Executive Committee	6
3. Sabbatical Leave Committee	7
C. Annual Reports of Committees	7
D. Faculty Appointments To Committees and Other Bodies	7
ARTICLE III--MEETINGS OF THE <i>FACULTY</i>	7
A. Presiding Officer	7
B. Schedule for Regular Meetings of the <i>Faculty</i>	7
C. Notice of Regular Meetings of the <i>Faculty</i>	7
D. Special Meetings	8
E. Other Than In-Person Meetings and Voting At Such Meetings	8
F. Quorum	8
G. Attendance	9
H. Voting at <i>Faculty</i> and Committee Meetings	9
I. Minutes	9
J. Agenda for a <i>Faculty</i> Meeting	10
K. Committee Motions and Resolutions	10
L. Conduct of Meetings	10

Bylaws & APT Criteria of the *Faculty* of
Howard University School of Law

M. Confidentiality of <i>Faculty</i> Meetings.....	10
ARTICLE IV--FACULTY GOVERNANCE	10
A. <i>Faculty</i> Governance	10
B. The Authority of the <i>Faculty</i>	11
ARTICLE V--DECANAL ADMINISTRATION AND <i>FACULTY</i> GOVERNANCE.....	11
A. School of Law Administration	11
B. Appointment and Reappointment of the Dean	12
C. Appointment of Other Administrative Officers of the School of Law	12
ARTICLE VI--BOARD OF VISITORS	12
A. Board of Visitors (BOV) Overview	12
B. Membership Approval.....	12
C. Membership Criteria	12
D. Membership Composition.....	12
E. Member Terms	12
F. BOV Chair and Vice Chair.....	13
ARTICLE VII--EFFECTIVE DATE, AMENDMENTS AND REPEAL	13
A. Effective Date	13
B. Amendments and Repeal.....	13
ARTICLE VIII—RECORD OF VOTE AND APPROVAL.....	13
HUSL APT CRITERIA.....	14
GENERAL CRITERIA FOR ELIGIBILITY FOR APPOINTMENT OR ADVANCEMENT TO THE RANK OF ASSISTANT PROFESSOR IN THE HOWARD UNIVERSITY SCHOOL OF LAW.	14
I. ACADEMIC PREPARATION	14
II. TEACHING EXPERIENCE AND EFFICIENCY	14
III. SCHOLARLY AND CREATIVE PRODUCTIVITY	14
IV. PROFESSIONAL STANDING AND PERFORMANCE.....	14

Bylaws & APT Criteria of the *Faculty* of
Howard University School of Law

GENERAL CRITERIA FOR ELIGIBILITY FOR APPOINTMENT OR ADVANCEMENT TO THE
RANK OF ASSOCIATE PROFESSOR IN THE HOWARD UNIVERSITY SCHOOL OF LAW..... 15

- I. ACADEMIC PREPARATION 15
- II. TEACHING EXPERIENCE AND EFFICIENCY 15
- III. SCHOLARLY AND CREATIVE PRODUCTIVITY 15
- IV. PROFESSIONAL STANDING AND PERFORMANCE..... 16

INTERPRETATION BY APPOINTMENTS & PROMOTION COMMITTEE OF EXISTING
MINIMUM REQUIREMENTS FOR ASSOCIATE PROFESSOR 17

GENERAL CRITERIA FOR ELIGIBILITY FOR APPOINTMENT OR ADVANCEMENT TO THE
RANK OF PROFESSOR IN THE HOWARD UNIVERSITY SCHOOL OF LAW 18

- I. ACADEMIC PREPARATION 18
- II. TEACHING EXPERIENCE AND EFFICIENCY 18
- III. SCHOLARLY AND CREATIVE PRODUCTIVITY 18
- IV. PROFESSIONAL STANDING AND PERFORMANCE..... 19

INTERPRETATION BY APPOINTMENTS & PROMOTION COMMITTEE OF EXISTING
MINIMUM REQUIREMENTS FOR PROMOTION TO FULL PROFESSOR..... 20

GENERAL CRITERIA FOR THE ATTAINMENT OF TENURE..... 21

- I. GENERAL ELIGIBILITY FOR TENURE 21
- II. PROMOTION OR REAPPOINTMENT TO THE RANK OF PROFESSOR 21
- III. TERMINATION AFTER SEVEN YEARS WITHOUT TENURE 21

INTERPRETATION BY APPOINTMENTS & PROMOTION COMMITTEE OF EXISTING
MINIMUM REQUIREMENTS FOR TENURE 22

MISSION OF THE SCHOOL OF LAW

Consistent with providing the professional leadership necessary to advocate and defend the rights of all, but particularly of African-Americans and other minorities, it is the School of Law's mission to:

1. Educate and enable students to develop their highest capabilities and skills as lawyers;
2. Engage as an institution in the active pursuit of solutions to domestic and international legal, social, economic and political problems that are of particular concern to minority groups; and
3. Imbue its students with dedication to excellence and commitment to the solutions to those problems.

STATEMENT OF INTENT

These *Faculty* Bylaws shall be interpreted in accordance with and supplemented, as appropriate, by the Howard University *Faculty Handbook*. The relevant rules regarding *Faculty* of the Association of American Law Schools shall serve as guidance for the interpretation of these *Faculty* Bylaws. Understanding the crucial role of the American Bar Association to the professional success of our graduates and the accreditation of the School of Law, it is the intent of the *Faculty* always to act in accordance with the applicable rules and standards of the ABA.

ARTICLE I--DEFINITIONS

- A. "Adjunct Faculty Member" means a professional, qualified to practice law, who enriches the academic offerings at the School of Law by devoting a minor portion of the Adjunct Faculty Member's professional time to teach at the School of Law in a non-tenure track, paid or volunteer part-time position.
- B. "American Bar Association" or "ABA" means the non-profit organization that is a national representative of the legal profession in the United States and is the accrediting authority for the School of Law.
- C. "Association of American Law Schools" or "AALS" means the non-profit association whose purpose is the improvement of the legal profession through legal education.
- D. "Board of Trustees" or "Trustees" means the entity responsible for the governance of Howard University.
- E. "Bylaws of the *Faculty* of Law" or "Bylaws" means this document.
- F. "Dean" means the chief administrative and fiscal officer of the School of Law.

Bylaws & APT Criteria of the *Faculty* of
Howard University School of Law

G. "Executive Session" means a meeting of the *Faculty* that is closed to others. The *Faculty* may invite a person who is not a member of the *Faculty* to attend all or part of an Executive Session to provide important and relevant information for that meeting.

H. "*Faculty*" means:

1. The body composed of the tenured and tenure track full professors, associate professors, assistant professors and Legal Reasoning, Research, and Writing (LRRW) Program Instructors, who teach in the School of Law and hold a faculty appointment; and

The Dean, the Associate Dean for Academic Affairs and an associate, or an assistant dean who hold not only a teaching position in the School of Law but also a faculty appointment.

2. Members of the *Faculty* are entitled to vote.
3. Exclusions from the Definition of "*Faculty*" include:
 - a. Professor Emeritus, who may serve on committees and perform such other services as the Professor and the *Faculty* find mutually desirable, but a Professor Emeritus shall not vote.
 - b. Visiting Professor, who may attend *Faculty* meetings, serve on committees and perform such roles as the Professor and the *Faculty* find mutually desirable, but a Visiting Professor shall not vote.

I. "Full-Time *Faculty*" means a *Faculty* member

1. whose primary professional employment is with the School of Law; and
2. who devotes substantially all working time during the academic year to the responsibilities described in ABA Standard 404(a), and whose outside professional activities, if any, should be limited to those that relate to major academic interests or enrich the *Faculty* member's capacity as a scholar and teacher, are of service to the legal profession and the public generally, and do not unduly interfere with the person's responsibility as a member of the *Faculty*.

J. "*Faculty* Committee" means a committee appointed by the *Faculty* or the Dean, as from time to time may be necessary:

1. A list of the committees created by the *Faculty* and/or the Dean shall be maintained in the office of the Dean;
2. Each *Faculty* committee shall be given a definition that shall state the committee's purpose and duration;
3. A student representative(s) may sit on a *Faculty* Committee.

- K. "President" means the President of Howard University.
- L. "Provost" means the Provost of Howard University.
- M. "School of Law" means the School of Law of Howard University.
- N. "University" means Howard University.

ARTICLE II--FACULTY COMMITTEES

The following are committees at the School of Law.

A. *Faculty* Committees

The *Faculty*, or the Dean with the approval of the *Faculty*, shall create *Faculty* committees, as from time to time may be necessary.

1. A list of the *Faculty* committees shall be maintained in the office of the Dean.
2. Each *Faculty* committee shall be given a definition, which shall state the committee's purpose and duration.
3. Each *Faculty* committee shall continue in duration until terminated by the *Faculty* or the Dean.

B. "Standing Committees"

Standing Committees required by the Howard University *Faculty Handbook* are:

1. The Appointments, Promotions and Tenure (APT) Committee
This is the committee, composed of *Faculty* Members who hold tenure, whose responsibility is to make recommendations to the *Faculty* regarding
 - a. appointments, reappointments, and promotions that have the effect of conferring permanent tenure or the renewal of a contract;
 - b. promotions to a higher rank of persons holding permanent tenure at the rank of associate professor or assistant professor.
 - c. The APT Committee shall periodically review and make recommendations to the *Faculty* regarding School of Law statements of policy and criteria for appointment, promotion and/or tenure in accordance with the *Faculty Handbook*.
2. The Executive Committee
This is the committee composed of the Dean and four *Faculty* Members elected by the *Faculty* at the first *Faculty* meeting in the fall semester. The *Faculty* shall define the role of

the Executive Committee in accordance with the *Faculty Handbook* (e.g., carrying out the Executive Committee's roles in the decanal evaluation process and in disciplinary matters) but shall give it no role regarding *Faculty* appointments, promotions or tenure.

3. **Sabbatical Leave Committee**

The practice of the *Faculty* is to create a Sabbatical Leave Committee that reviews applications of those eligible for sabbatical leave and makes recommendations to the Dean regarding each application in accordance with the *Faculty Handbook*. A sabbatical leave is accorded to a *Faculty* Member for intellectual refreshment (for example through research, study, travel, work experience or other creative activity) that will contribute to the distinction and enrichment of the School of Law.

C. Annual Reports of Committees

All standing committees and other committees appointed by the *Faculty* or the Dean shall submit an annual report to the *Faculty* at the final meeting of the academic year of the *Faculty*.

D. Faculty Appointments To Committees and Other Bodies

The following positions shall be filled by the *Faculty*:

1. Representative or Alternate Representative to the *Faculty* Senate
2. Representative or Alternate to the AALS
3. Members of the Sabbatical Leave Committee
4. Members of the Executive Committee

ARTICLE III--MEETINGS OF THE *FACULTY*

A. Presiding Officer

The President may preside at any meeting of the *Faculty*, in accordance with the Bylaws of the Board of Trustees. In the absence of the President, the Dean shall preside. In the Dean's absence, the presiding chair shall pass successively to the Associate Dean for Academic Affairs, to an Assistant Dean who is a member of the *Faculty*, and then to the most senior full professor present.

B. Schedule for Regular Meetings of the *Faculty*

Regular monthly meetings of the *Faculty* shall be held from September through May.

C. Notice of Regular Meetings of the *Faculty*

1. Written notice of a regular *Faculty* meeting shall be caused to be transmitted by the Dean to the members of the *Faculty* at least seven (7) days prior to the meeting.
2. A notice of a regular *Faculty* meeting shall contain the agenda for the meeting as well as the time and place of such meeting.
3. Notice is deemed to have been effected when placed in a *Faculty* member's individual campus mailbox or when transmitted to the email address on file with the School of Law

for the *Faculty* member. The *Faculty* may agree to an additional means of notice, based on changes in technology.

4. Notice of a regular *Faculty* meeting may be waived by a majority vote (more than half) of the quorum present at such meeting.

D. Special Meetings

1. Who May Call

- a. A special meeting of the *Faculty* may be called upon a written demand to the Dean from at least one-third of the *Faculty*, upon the *Faculty's* own initiative; by the President, upon the President's own initiative; or by the Dean, upon the Dean's own initiative.

2. Notice

- a. Written notice of the business, the time and the place of a special meeting shall be transmitted to each member of the *Faculty*, by the Dean, at least six (6) days before the date of such meeting;
- b. When a special meeting of the *Faculty* is called by at least one third of the *Faculty*, and the demand to the Dean from the *Faculty* to convene the special meeting contains a statement of exigent circumstances, the Dean shall convene the special meeting with fewer than six (6) days of notice and consistent with the *Faculty's* statement of exigent circumstances;
- c. When a special *Faculty* meeting is called by the President of the University or the Dean after finding that exigent circumstances exist, the President or the Dean may call the special meeting with fewer than six (6) days of notice and consistent with the finding of exigent circumstances;
- d. A notice of a special *Faculty* meeting shall specify the business to be considered, and, except as otherwise specifically provided for in these Bylaws, no business other than that so specified shall be considered at such meetings;
- e. Notice of a special *Faculty* meeting shall not be required to have been given to any *Faculty* member in attendance at a special *Faculty* meeting, who did not receive notice or timely notice of such meeting, but the *Faculty* member does not waive her/his right to challenge the validity of the notice.

E. Other Than In-Person Meetings and Voting At Such Meetings

1. The *Faculty* is authorized to hold meetings of the *Faculty*, and *Faculty* committees are authorized to hold their meetings in a manner other than at in-person meetings, but only in accordance with rules and procedures developed and adopted by the *Faculty*.
2. Voting at meetings of the *Faculty* and/or of *Faculty* committees is authorized to be done in a manner other than in-person, but only in accordance with rules and procedures developed and adopted by the *Faculty*.

F. Quorum

1. Fifty-one percent (51%) of the full-time *Faculty* shall constitute a quorum for a regular meeting.

2. Fifty-one percent (51%) of the full-time *Faculty* shall constitute a quorum for a special *Faculty* meeting.
3. Fifty-one percent (51%) of the committee members who are full-time *Faculty* shall constitute a quorum for a committee meeting.
4. For purposes of obtaining a quorum or a majority at a regular or a special *Faculty* meeting, or at a committee meeting, the President and Provost shall not be counted, but the Dean shall be counted.

G. Attendance

1. All members of the *Faculty* are entitled to attend regular and special meetings of the *Faculty*.
2. The President, the Provost, the Dean or the *Faculty* may invite other persons to attend regular meetings of the *Faculty*. Persons, however, who are not members of the *Faculty* shall not be present at special *Faculty* meetings or during executive sessions of a *Faculty* meeting.
3. The President of the Student Bar Association, and the Presidents of the First, Second and Third Year Classes may attend meetings of the *Faculty*. However, students may not participate in, be present during discussions of, or receive minutes relating to finance, tenure, promotions and appointments, personnel and student records; nor may students attend executive sessions of a *Faculty* meeting.

H. Voting at *Faculty* and Committee Meetings

1. Every member of the *Faculty*, as defined in Article I of these Bylaws, shall be entitled to vote on every matter before the *Faculty*, and such voting shall not be done by proxy.
2. Students shall not be entitled to vote on matters before the *Faculty*.
3. On matters pertaining to the appointment, retention, tenure, or promotion of a *Faculty* member, all votes shall be cast by in-person secret ballot.
4. Meetings and voting, if other than in-person, shall be done in accordance with the provision of these Bylaws entitled, "Other Than In-Person Meetings and Voting At Such Meetings."

I. Minutes

1. The minutes of each meeting of the *Faculty* shall be recorded and, whenever practicable, transmitted to each *Faculty* member prior to the next regularly scheduled *Faculty* meeting.
2. At least three (3) copies of the minutes of each *Faculty* meeting shall be made and transmitted: one for the archives of the School of Law, one for the President, and one for the Provost.
3. The copy in the possession of the Dean may be consulted by any member of the *Faculty*.
4. The Dean's Office is responsible for recording, maintaining and transmitting minutes of *Faculty* meetings to the *Faculty* in a timely fashion.

J. Agenda for a *Faculty* Meeting

1. An agenda shall be sent to the *Faculty* prior to a meeting of the *Faculty*. At the beginning of each such meeting, the *Faculty* shall adopt an agenda for the meeting.
2. A *Faculty* member may add an item as "New Business".

K. Committee Motions and Resolutions

1. No motion or resolution affecting the educational policy of the School of Law shall be voted on in a meeting of the *Faculty* unless it shall have been submitted in writing to the Dean and copies thereof sent by the Dean to all members of the *Faculty* at least seven (7) days prior to the date of the meeting.
2. This provision may be waived by consent of a majority of the *Faculty* present.

L. Conduct of Meetings

1. Procedures at a *Faculty* meeting shall comply with Robert's Rules of Order unless a majority (more than half) of the *Faculty* present agrees otherwise.
2. Questions of procedure at a *Faculty* meeting shall be resolved by reference to the then current edition of Robert's Rules of Order.

M. Confidentiality of *Faculty* Meetings

1. Confidentiality shall be observed with regard to student petitions for reinstatement, student disciplinary matters, personnel matters, and any other matters that are the subject of an executive session of the *Faculty*.
2. The subject matter and general content of discussions at *Faculty* meetings may be revealed so long as the positions or statements of a particular individual are not disclosed by anyone other than that individual.

ARTICLE IV--FACULTY GOVERNANCE

A. *Faculty* Governance

1. It is the general responsibility of the *Faculty*, in consultation with the Dean, to contribute to the formulation, development, maintenance and occasional revision of the institutional policies of the School of Law and to make relevant recommendations.
2. The *Faculty* shall govern itself in accordance with these Bylaws, the Howard University *Faculty Handbook* and the guidelines of the American Bar Association and the Association of American Law Schools. Acting in consultation with the Dean, the *Faculty* shall initiate, develop, implement and enforce the academic policies, programs and requirements of the School of Law. The mechanism for *Faculty* governance shall be stated in *Faculty Governance Guidelines*.
3. The *Faculty* shall determine the academic requirements for an earned degree and a certificate of law awarded by the School of Law. With respect to the awarding of these degrees and certificates of law, the *Faculty* shall:
 - a. Certify the names of those students who have fulfilled the academic requirements for the degrees and certificates of law;

- b. Determine the academic prerequisites for admission of students to courses and to candidacy for degrees;
- c. Determine the policy to be followed in the evaluation of credits transferred from other institutions;
- d. Determine academic standards for continuation in residence, for readmission, for financial aid, for academic classification, and for participation in extra-curricular activities;
- e. Determine the system of grading, and the policy regarding examinations;
- f. Determine the regulations governing attendance of students in classes and governing conduct of those enrolled in the School of Law; and
- g. Perform such other functions as may come within the province of its duties and responsibilities, including as defined by the Bylaws of the Board of Trustees and the accreditation standards of the ABA and AALS.

B. The Authority of the *Faculty*

The *Faculty* has the authority to:

- 1. Award general academic honors to students and recommend the award of scholarships.
- 2. Make recommendations to the Provost and President concerning the appointment, retention, promotion and granting of tenure to *Faculty* members according to the procedures set forth in these Bylaws, the *Faculty* Governance Guidelines, and the University's *Faculty Handbook*.
- 3. Recommend to the President, through appropriate channels, candidates for honorary degrees.
- 4. Select visiting speakers or occasional lecturers who may appear under the auspices or sponsorship of the School of Law.
- 5. Perform such other functions as may come within the province of their duties and responsibilities as defined by these Bylaws, the Howard University *Faculty Handbook* and the rules and guidance of the ABA and AALS.

ARTICLE V--DECANAL ADMINISTRATION AND *FACULTY* GOVERNANCE

A. School of Law Administration

- 1. The Dean is the chief academic and administrative officer of the School of Law.
- 2. The School of Law administration consists of the Dean and such other administrative officers, including associate deans, assistant deans, and directors, as may be designated in compliance with University requirements and these Bylaws.
- 3. The Dean, as the chief administrative officer of the School of Law, shall evaluate administrative officers with appropriate input from the *Faculty*.
- 4. The Dean shall be a tenured Professor of the *Faculty*.
- 5. The Associate Dean for Academic Affairs shall be tenured at least at the rank of Associate Professor of the *Faculty*.

B. Appointment and Reappointment of the Dean

1. The search for and appointment of the Dean shall comply with the University requirements and these Bylaws.
2. *Faculty* shall participate in the dean search and selection process in accordance with the *Faculty Handbook*.

C. Appointment of Other Administrative Officers of the School of Law

The Dean shall comply with the University requirements when making the appointment of an administrative officer of the School of Law.

ARTICLE VI--BOARD OF VISITORS

A. Board of Visitors (BOV) Overview

The School of Law should maintain a Board of Visitors (BOV) to provide financial and professional support and counsel to the School of Law. The Board of Visitors is established by the Howard University Board of Trustees, and the BOV shall be governed in accordance with the BOV Policy, as set forth by the Board of Trustees.

The Board of Visitors shall provide the President, Provost and Chief Academic Officer, Dean, and Board of Trustees with an objective, informed perspective in the form of an annual report and shall generate external financial support for the unit.

B. Membership Approval

The approval of the appointment of BOV members rests with the Board of Trustees acting upon the recommendation of the President. Prior to making a recommendation, the President receives input from the Provost, the Dean of the School or College, and the chair of the Board of Visitors. Nominations may come from any source (Deans, faculty, alumni, etc.).

C. Membership Criteria

Distinguished persons informed about and interested in the various fields relevant to the particular unit shall be appointed to the Board of Visitors. Interest may be theoretical or practical, academic or professional, vocational or avocational.

D. Membership Composition

The Board of Visitors shall consist of between 10 and 16 distinguished persons. Board of Visitors membership should represent a healthy blend of the pluralism that characterizes the Board of Trustees and University; this should consist of people from all walks of life with a wide array of ethnic, racial, and religious backgrounds, scholars, and practitioners. Howard University Alumni should constitute 30 to 50 percent of the membership of the Board of Visitors.

E. Member Terms

Board of Visitor members will serve three (3) year terms and shall serve not more than three (3) full terms.

F. BOV Chair and Vice Chair

The Board of Visitors Chair is appointed by the Board of Trustees acting on the advice of the President and is a Trustee. The chair shall serve a one (1) year term, subject to annual renewal for a combined period not to exceed three (3) consecutive years. The Vice Chair is appointed in a similar manner, with the same term limitations except the Vice Chair is not required to be a Trustee. The composition of the Board of Visitors shall reflect the disciplines that constitute the School of Law.

ARTICLE VII--EFFECTIVE DATE, AMENDMENTS AND REPEAL

A. Effective Date

These Bylaws shall become effective immediately upon their approval by the Board of Trustees and replace any previously adopted Bylaws of the *Faculty*.

B. Amendments and Repeal

Subject to the approval of the President and the Board of Trustees, these Bylaws may be amended or repealed in whole or in part by a vote of two-thirds of the *Faculty* after proper notice and adequate opportunity for consideration and discussion.

ARTICLE VIII—RECORD OF VOTE AND APPROVAL

Submitted for Vote to the Faculty:	September 12, 2013
Approved by the Faculty:	September 12, 2013
Approved by the Board of Trustees:	January 25, 2014
Amendment to Incorporate Board of Visitors Article Approved by the Faculty:	August 27, 2025
Amended Bylaws & APT Criteria Approved by the Board of Trustees:	November 7, 2025

HUSL APT CRITERIA

GENERAL CRITERIA FOR ELIGIBILITY FOR APPOINTMENT OR ADVANCEMENT TO THE RANK OF ASSISTANT PROFESSOR IN THE HOWARD UNIVERSITY SCHOOL OF LAW.

I. ACADEMIC PREPARATION

A Juris Doctor or Bachelor of Laws degree from an accredited law school, with evidence that it was attained by superior scholastic performance is required.

II. TEACHING EXPERIENCE AND EFFICIENCY

- A. At least one year's actual full-time law teaching experience in an accredited law school is normally required.
- B. Where actual teaching experience is proffered:
 - 1. Teaching efficiency must be of the quality reasonably expected from a year's teaching with respect to (a) ability to organize courses adequately; (b) ability to present course materials effectively; (c) ability to evaluate student performance properly.
 - 2. Satisfactory performance of professional responsibilities as a full-time teacher is required with respect to such matters as (a) interest and initiative in the development of the school; (b) attendance at and participation in *Faculty* meetings; (c) execution of committee assignments; (d) regular and punctual classroom attendance; (e) availability to students for consultation and guidance; (f) promptness in submission of grades and other required reports; and (g) availability to other *Faculty* members for advice and mutual exchange of ideas.
- C. Where actual law teaching experience is lacking, each of the following shall serve as an acceptable equivalent for one year of full-time teaching:
 - 1. One year of full-time advanced study culminating in a graduate degree or degrees in law or related disciplines at an accredited educational institution;
 - 2. Two years of substantial legal experience serving the public or private clients; or,
 - 3. Two years of successful clerkship with a judge of a court of record.

Any combination or amount of the above equivalent may be aggregated, or added to actual teaching experience, to satisfy actual full-time teaching required herein.

III. SCHOLARLY AND CREATIVE PRODUCTIVITY

No publication is required, but some publication is desirable if opportunity to publish existed.

IV. PROFESSIONAL STANDING AND PERFORMANCE

Save in exceptional circumstances, admission to practice before some Bar is required. Membership in some recognized legal association is desirable but not required.

**GENERAL CRITERIA FOR ELIGIBILITY FOR APPOINTMENT OR
ADVANCEMENT TO THE RANK OF ASSOCIATE PROFESSOR
IN THE HOWARD UNIVERSITY SCHOOL OF LAW**

I. ACADEMIC PREPARATION

A Juris Doctor or Bachelor of Laws degree from an accredited law school, with evidence that it was attained by superior scholastic performance, is required. Academic preparation beyond the first law degree is desirable.

II. TEACHING EXPERIENCE AND EFFICIENCY

- A. At least three years actual full-time law teaching experience in an accredited law school is normally required.
- B. Where actual teaching experience is proffered:
 - 1. Teaching efficiency must be of the quality reasonably expected from three years of teaching with respect to (a) ability to organize courses adequately; (b) ability to present course materials effectively; and (c) ability to evaluate student performance properly.
 - 2. Satisfactory performance of professional responsibilities as a full-time teacher is required with respect to such matters as (a) interest and in the development of the school; (b) attendance at and participation in *Faculty* meetings; (c) execution of committee assignments; (d) regular and punctual classroom attendance; (e) availability to students for consultation and guidance; (f) promptness in submission of grades and other reports; and (g) availability to other *Faculty* members for advice and mutual exchange of ideas.
- C. Where actual law teaching experience is lacking, each of the following shall serve as an acceptable equivalent for one year of full-time teaching:
 - 1. One year of full-time advanced study culminating in a graduate degree or degrees in law or related disciplines at an accredited educational institution;
 - 2. Two years of substantial legal experience serving the public or private clients; or
 - 3. Two years of successful clerkship with a judge of a court of record.

Any combination or amount of the above equivalent may be aggregated, or added to actual teaching experience, to satisfy the actual full-time teaching required herein.

III. SCHOLARLY AND CREATIVE PRODUCTIVITY

Evidence of scholarly and creative productivity is required; and it may be demonstrated by, although not necessarily limited to,

- A. Scholarly articles and commentary in law reviews, journals and other recognized professional publications; or
- B. Briefs, opinions and other significant legal memoranda on or in connection with, major cases or issues.

Quality rather than quantity is essential.

IV. PROFESSIONAL STANDING AND PERFORMANCE

Save in exceptional circumstances, admission to practice before some Bar is required. Membership and active participation in some recognized legal association, or comparable evidence of professional standing and performance, is desirable. Also desirable is membership and active participation in civic organizations or responsible professional involvement with programs or processes concerned with community or national welfare.

**INTERPRETATION BY APPOINTMENTS & PROMOTION COMMITTEE OF
EXISTING MINIMUM REQUIREMENTS FOR ASSOCIATE PROFESSOR**

1. Three years of effective teaching.
2. Quantitative Publication Requirement:

One publication which is part of a book or a full length article in a refereed legal periodical or treatise and—which was completed during the period following the prior positive Committee action of appointment or reappointment.
3. Qualitative Publication Requirement:

Positive evaluation of publications normally by four outside evaluators by using the names of assessors chosen by the concerned faculty member and the others by the Committee in accordance with the *Faculty Handbook*.

Positive evaluation of publications by the Committee or faculty members with relevant expertise.
4. Positive evaluation of teaching by faculty members, Committee members and by students.
5. Positive Committee evaluation of contributions to the Law School and the University as measured by (a) interest and initiative in the development of the school, (b) attendance at and participation in *Faculty* meetings, (c) execution of committee assignments, (d) regular and punctual classroom attendance, (e) availability to students for consultation and guidance, (f) promptness in submission of grades and other reports, and (g) availability to other *Faculty* members for advice and mutual exchange of ideas.
6. It is particularly worthy if there has been a contribution to the legal profession as measured by (1) organizational activity, (2) committee chairpersonships and committee work and taking into consideration the degree of activity of the committee, projects worked on and through other specific programs.
7. It is also particularly noteworthy if there have been contributions to the community as measured by the extent, nature and levels of activity.
8. Overall positive Committee evaluation that the candidate should be granted promotion to Associate Professor.

**GENERAL CRITERIA FOR ELIGIBILITY FOR APPOINTMENT OR
ADVANCEMENT TO THE RANK OF PROFESSOR
IN THE HOWARD UNIVERSITY SCHOOL OF LAW**

I. ACADEMIC PREPARATION

A Juris Doctor or Bachelor of Laws degree from an accredited law school, with evidence that it was attained by superior scholastic performance is required. A professional degree beyond a first law degree is desirable, but distinguished eminence in the field of law may satisfy this.

II. TEACHING EXPERIENCE AND EFFICIENCY

- A. At least six years actual full-time law teaching experience in an accredited law school is normally required.
- B. Where actual teaching experience is proffered:
 - 1. Teaching efficiency must be of the quality reasonably expected from six years of teaching with respect to (a) ability to organize courses adequately; (b) ability to present course materials effectively; (c) ability to evaluate student performance properly.
 - 2. Satisfactory performance of professional responsibilities as a full-time teacher is required with respect to such matters as (a) interest and initiative in the development of the school; (b) attendance at and participation in *Faculty* meetings; (c) execution of committee assignments; (d) regular and punctual classroom attendance; (e) availability to students for consultation and guidance; (f) promptness in submission of grades and other required reports; and (g) availability to other *Faculty* members for advice and mutual exchange of ideas.
- C. Where actual law teaching experience is lacking, each of the following shall serve as an acceptable equivalent for one year of full-time teaching:
 - 1. One year of full-time advanced study culminating in a graduate degree or degrees in law or related disciplines at an accredited educational institution;
 - 2. Two years of substantial legal experience serving the public or private clients; or
 - 3. Two years of successful clerkship with a judge of a court of record. Any combination or amount of the above equivalent may be aggregated, or added to actual teaching experience, to satisfy the actual full-time teaching required herein.

III. SCHOLARLY AND CREATIVE PRODUCTIVITY

Evidence of scholarly and creative productivity is required and it may be demonstrated by, although not necessarily limited to:

- A. Scholarly articles and commentary in law reviews, journals, and other recognized professional publications; or
- B. Briefs, opinions or other significant legal memoranda on, or in connection with, major cases or issues.

Quality rather than quantity is essential.

IV. PROFESSIONAL STANDING AND PERFORMANCE

Save in exceptional circumstances, admission to practice before some Bar is required. Membership and active participation in some recognized legal association, or comparable evidence of professional standing and performance, is desirable. Also desirable is membership and active participation in civil organizations or responsible professional involvement with programs or activities concerned with community or national welfare.

**INTERPRETATION BY APPOINTMENTS & PROMOTION COMMITTEE OF
EXISTING MINIMUM REQUIREMENTS FOR PROMOTION TO FULL PROFESSOR**

1. Six years of effective teaching.
2. Quantitative Publication Requirement:
 - A major book; or
 - Three publications, each of which is part of a book or full length article in a refereed legal periodical or treatise.
 - At least one of these publications is to have been completed during the period following the prior positive Committee action of appointment, tenure or promotion.
3. Qualitative Publication Requirement:
 - Positive evaluation of publications normally by referral to outside evaluators by using the names of assessors chosen by the concerned faculty member and the others by the Committee in accordance with the *Faculty Handbook*.
 - Positive evaluation of publications by the Committee or faculty members with relevant expertise.
4. Positive evaluation of teaching by faculty members, Committee members and by students.
5. Positive Committee evaluation of contributions to the Law School and the University as measured by (1) committee work, (2) committee chairpersonships by taking into account the degree of activity of the Committee and by (3) specific programs and projects worked on.
6. Positive Committee evaluation of contributions to the legal profession as measured by (1) organizational activity, (2) committee chairpersonships and committee work and taking into consideration the degree of activity of the committee, projects worked on and through other specific programs.
7. Positive Committee evaluation of the contributions to the community as measured by the extent, nature and levels of activity.
8. Overall positive Committee evaluation that the candidate should be promoted to Full Professor.

GENERAL CRITERIA FOR THE ATTAINMENT OF TENURE

I. GENERAL ELIGIBILITY FOR TENURE

A *Faculty* member who has three years of actual full-time law teaching experience shall be eligible for tenure. However, such eligibility does not assure the recommendation or grant of tenure.

II. PROMOTION OR REAPPOINTMENT TO THE RANK OF PROFESSOR

Except for unusual circumstances, any recommendation for promotion or reappointment to the rank of professor shall carry with it and include a recommendation for tenure. However, promotion or reappointment to the other professorial ranks shall not include automatic tenure.

III. TERMINATION AFTER SEVEN YEARS WITHOUT TENURE

A Faculty member who has not been granted tenure after seven years of full-time teaching at this law school shall be terminated at the conclusion of his/her seventh year of service in accordance with the *Faculty Handbook*.

**INTERPRETATION BY APPOINTMENTS & PROMOTION COMMITTEE OF
EXISTING MINIMUM REQUIREMENTS FOR TENURE**

1. Six years of effective teaching.
2. Quantitative Publication Requirement:
 - A book; or
 - Two publications, each of which is part of a book or full length article in a refereed legal periodical or treatise.
 - At least one of these publications is to have been written during the period following the prior positive Committee action of appointment, tenure or promotion.
 - Note, the Committee may find that this requirement is satisfied in the event of superlative qualitative external evaluations under section 3 of a major work completed during the period following the prior positive Committee action of appointment, tenure or promotion.
3. Qualitative Publication Requirement:
 - Positive evaluation of publications to be effected by referral to several outside evaluators by using the names of assessors chosen by the concerned faculty member and by the Committee in accordance with the *Faculty Handbook*.
 - Positive evaluation of publications by the Committee or faculty members with relevant expertise.
4. Positive evaluation of teaching by faculty members, Committee members and by students.
5. Positive Committee evaluation of contributions to the Law School and the University as measured by (1) committee work, (2) committee chairpersonships by taking into account the degree of activity of the Committee and by (3) specific programs and projects worked on.
6. Positive Committee evaluation of contributions to the legal profession as measured by (1) organizational activity, (2) committee chairpersonships and committee work and taking into consideration the degree of activity of the committee, projects worked on and through other specific programs.
7. Positive Committee evaluation of contributions to the community as measured by the extent, nature and levels of activity.
8. Overall positive Committee evaluation the candidate should be granted tenure.