

I. PURPOSE

The purpose of the *Adjunct Faculty Handbook* is to provide members of the adjunct faculty at The John Marshall Law School a resource about the law school's academic and administrative departments. All general reference to "faculty" applies to members of both the full-time and adjunct faculty.

II. ADJUNCT FACULTY PERSONNEL POLICIES

A. ADJUNCT FACULTY MEMBER, DEFINED

The John Marshall Law School's adjunct faculty is comprised of more than 325 lawyers and judges who share their expertise with the law school's community while enhancing the educational experience. "Adjunct Faculty Member" refers to a member of the John Marshall faculty who has been selected by the full-time faculty and the Dean of the law school to teach on a part-time, non-permanent contract basis. Members of the adjunct faculty are not eligible for tenure consideration. However, members of the adjunct faculty may apply for openings on the full-time faculty for both non-tenure-track and tenure-track positions. Selection of all faculty members, both full-time and adjunct, is based on a complete review of the academic credentials, experience, and where appropriate, scholarly potential of the applicants.

B. JOB DESCRIPTION

The proper title for members of the adjunct faculty is "Adjunct Professor of Law." Adjunct faculty is expected to fulfill the same responsibilities as members of the full-time faculty who are assigned to teach courses in all law school programs. These responsibilities include, but may not be limited to: class preparation; providing availability to students who are enrolled in your class; attendance at and completion of the course as scheduled by the law school administration; examination of students; compliance with all administrative rules for the conduct of all and/or particular course.

C. THE ADJUNCT FACULTY COMMITTEE

The Adjunct Faculty Committee was created to serve as a liaison between the law school and the adjunct faculty community. In part, the committee: 1) informs the adjunct faculty member of the law school's procedures; 2) evaluates and reports class performance; and, 3) recruits members of the legal community to serve as adjunct faculty members.

The committee also: 1) recommends to the Dean the appointment of all adjunct faculty members, including adjunct clinical faculty and also those who teach in LL.M. and M.S. programs; 2) Ensures that the *Adjunct Faculty Handbook* is current; 3) prepares handbook amendments; and 4) conducts, from time to time training/informational conference for all adjunct faculty members. The committee keeps the adjunct faculty informed of the law school's current changes, and listens to adjunct faculty members' overall recommendations and/or suggestions.

In order to communicate and support the adjunct faculty, from time to time, members of the full-time faculty will contact you to schedule class visits during the semester. Additionally, you are

encouraged to contact members of the full-time faculty who teach the same courses to discuss pedagogy and administration of your course.

D. ACADEMIC FREEDOM POLICY (There are three sources.)

(1) Faculty Personnel Policies: Contractual (from Full-Time Faculty Handbook)

[B.] The personnel policies of The John Marshall Law School, particularly those involving academic freedom, promotions and tenure, are designed to protect the individual faculty members, to provide conditions of security and an atmosphere in which scholarly research can be pursued that will enrich both the individual faculty member and the students he/she teaches.

Faculty members are entitled to freedom in their classrooms and freedom to pursue appropriate academic research, subject to the adequate performance of other academic duties. Controversial topics not related to the subject matter should not be discussed in the classroom.

The faculty member is at the same time a private citizen, a member of a learned profession, and a representative of the Law School. As a private citizen the faculty member retains and should exercise, when appropriate, his/her freedom to speak on issues of the current moment. However, he/she should bear in mind the fact that as a member of a learned profession and as a faculty member his/her behavior will frequently reflect upon the school as well as upon him/her.

When the subject matter necessarily involves discussion or analysis of a controversial issue, the faculty member in expressing his/her opinion thereon should advise the students that the views he/she expresses are his/her own.

(2) Tenure and Promotion Policy (from Full-Time Faculty Handbook)

[Article One – Academic Freedom] The John Marshall Law School accords the deepest respect and support for the dignity and rights of each person, regardless of race, religion, creed, nationality, ethnic background, sex, age, disability or sexual orientation. Academic freedom is pre-eminent among the rights of persons engaged in learning. In addition, scholarly achievement depends upon the spirit of free inquiry characteristic of the best traditions prevailing in institutions of higher learning. The intellectual and personal maturity and responsibilities of law students is equally dependent upon their participation in this tradition of freedom.

The John Marshall Law School supports academic freedom and strives continually to create an environment conducive to the exercise of this freedom. This environment encourages open discussion, debate, assent and dissent. It recognizes that independent but disciplined minds may be prepared to follow uncharted paths to knowledge, propound theories, set forth ideas, and gather evidence contrary to accepted thoughts and concepts, challenge the ideas of fellow scholars, and express opinions and beliefs honestly, firmly, and sincerely. In the classroom and in their scholarly pursuits, the members of the faculty are free to introduce controversial issues that are relevant, and each student is free to disagree.

Each faculty member may, as a private citizen, speak or write freely without institutional control, however mindful, at the same time, of the ethics of the legal profession which he or she is duty-bound to observe and of the fact that he or she is a member of a learned institution but not a spokesman for it. In protecting the faculty member's right to seek truth, The John Marshall Law School also protects the right of all to adhere to deeply held personal commitments. At The John Marshall Law School, therefore, responsible academic freedom does not encompass the deliberate abuse or ridicule of individual persons, racial, religious or ethnic groups, or members of a sex.

(3) Contract Right to Academic Freedom Reaffirmed (April 16, 2008)

As you know, the faculty has expressed its concern over the litigation position taken by the Law School in a specific matter on the issue of academic freedom. I have been working with the Faculty Executive Committee and the Board of Trustees on this issue. Based on discussions with both groups, I would now like to reaffirm the faculty's right to academic freedom and the school's commitment to it.

The Law School has always supported the principle of academic freedom. That support was formally recognized by the Board of Trustees when it established The Tenure and Promotion Policy and the accompanying Faculty Policies and Procedures which are contained as Appendix I to the Faculty Handbook. Article One of the Policy and Procedures reflects the Law School's commitment to that principle.

The Law School considers Article One to reflect contractual rights and responsibilities of the School and its faculty. At The John Marshall Law School faculty members have a contractual right to academic freedom. As with other rights, this right is subject to ethical duties and other rights enjoyed by faculty, students and other members of the Law School community; for example, academic freedom does not encompass the deliberate abuse or ridicule of individual persons, racial, religious or ethnic groups, or members of a sex.

I am happy therefore to take this opportunity to reaffirm the law school's support for academic freedom. I thank everyone for their thoughts and comments on this important matter.

Dean John E. Corkery

E. ARRANGEMENTS WITH THE BUSINESS OFFICE

(1) NEW ADJUNCT FACULTY

Each new adjunct faculty member will receive a letter from the Dean confirming appointment. Each new adjunct faculty member also will receive a welcome from the Director of Human Resources with federal and state W-4 forms and the I-9 forms attached. No one is considered a

regular member of the adjunct faculty unless these forms have been completed and delivered to the Business Office. We ask that new faculty do this within three working days of their very first class day. Adjunct faculty will receive a contract before the beginning of each semester.

(2) SALARIES

Adjunct faculty will be paid at the end of the semester after the final grades have been submitted. Federal and state income taxes will be withheld from salaries based on exemption certificates filed with the Business Office.

III. INSTRUCTIONAL AND CLASSROOM PROCEDURES

A. CLASSROOM ACTIVITY

(1) ADJUNCT FACULTY RESPONSIBILITY

The primary responsibilities of the adjunct faculty are to lead all meetings of classes and to teach the appropriate subject matter in an interesting, informative, and intellectually stimulating manner. The application of the academic standards of the law school, established by the faculty and approved by the administration, should be reflected in the quality of teaching, quantity of work required for the students, and in the distribution of grades. It is the responsibility of all members of The John Marshall Law School community to work with the student body within the framework of the standards of the law school to help their intended goal of graduation.

(2) CLASS SESSIONS

One-hour courses will meet for one 55-minute session per week. A two-hour course will meet for 160 minutes per week; a three-hour course will meet for 165 minutes per week; a four-hour course will meet for 220 minutes per week. Each course will meet its prescribed number of minutes throughout a semester. Day division classes will usually be scheduled between 9:00 a.m. and 5:55 p.m.

Faculty who prefer to teach from 6:00 to 9:00 p.m. should take a 15-minute break within a 3 hour class period. Those teaching a two-hour course may prefer to eliminate the break and teach from 6:00 to 7:50 p.m. Classes may be scheduled on Saturdays or at other hours.

(3) SYLLABUS

Adjunct faculty should prepare a syllabus of the content and rules for each course and submit a copy to the Associate Dean for Academic Affairs.

(4) MAKE-UP CLASSES

The school observes Martin Luther King, Jr.'s birthday, Labor Day, Yom Kippur, and Wednesday – Saturday of Thanksgiving as holidays in the class schedule. Independence Day is observed during the summer term.

The John Marshall Law School recognizes the diversity of religious practices of its students, faculty and staff. Therefore, we have established a new policy of attendance to accommodate religious observance. In addition to the 25 % allowed absences, students will be excused without penalty for two class sessions in each course enrolled every semester.

We further recognize that some faculty may choose to cancel and reschedule class to accommodate religious observance.

(5) RECORDING LECTURES/CLASSES

Visually recorded forms of lectures, including videotapes and DVD's, may not be used as a substitute for class instruction but may be used to supplement classroom teaching to provide a means for students to make up sessions they have missed, and/or as a review for students. Please call the Media Services Department (ext. 498) for rules that apply to requests for taping classes.

B. EXAMINATIONS

(1) FINAL EXAMINATIONS – GENERALLY

A written examination at the conclusion of each course will ordinarily be the principal basis upon which students' grades are determined. However, interim examinations, briefs of cases, and other assignments particularized to the class may be taken into account.

Class preparation and participation are essential components of the educational process. Individual professors may develop class rules and grading procedures that give credit to students who fulfill those responsibilities. Faculty members should distribute any special rules governing class participation, class attendance, and grading at the beginning of each semester in the course syllabus.

Faculty members are responsible for preparing and grading final examinations. Final examinations are normally the length of the course credit hours. Faculty members are expected to be available for questions while their final examinations are being administered.

(2) PREPARATION OF EXAMINATIONS

Faculty secretaries type all final examinations unless the faculty member elects to type the examination. A form will be sent out to the faculty members about their respective examinations, the date they are due, and the date the grades are due. This schedule must be followed. Failure to give the faculty secretaries sufficient time to type the examination places a burden on both the secretaries and Academic Services. Faculty members who give take-home exams must notify their students in writing exactly where, when, and during what hours the exam should be delivered. A copy of instructions should be given to the Registrar.

(3) EXAMINATION SCHEDULING

Final examinations must be given on the date and at the time scheduled by the Registrar unless other arrangements have been made in advance by the faculty member.

(4) MAKE-UP EXAMINATIONS

Faculty may choose to either give the same exam or create a different exam for those students taking the exam at an alternate time.

An exam schedule for each semester is published when students register. The last day of the schedule is reserved for special exams.

The matter of whether to give a special rests in the hands of the instructor. The Associate Dean will not intervene absent extraordinary circumstances.

The John Marshall Law School Final Exam Policy

Please examine the final exam schedule carefully and retain it for your information. Each student is responsible for verifying the date, time and place of his/her examinations and for taking them as scheduled by the law school.

During the exam period, students may check the lobby/student lounge monitor two hours before each scheduled exam time to verify assigned room numbers.

Special accommodations may be given only in circumstances of examination conflict, documented disabilities or personal emergency:

- *Conflicts:* Defined as two examinations taking place 1.) on the same calendar day or 2.) at 6:00 pm one evening and 9:30 am the next morning.
- *Disability:* Granted after the student has contacted [Daphnee Pierre](#) in the Business Office (312) 427-2737 ext. 408, completed the three-step disability accommodation process and received accommodations.
- *Personal Emergency,* such as hospitalization or a death in the family. Authority to grant/deny accommodation requests resides within the office of Academic Services.
Documentation is required.

To reschedule exams or to arrange accommodations for exams due to a disability contact [Lynne Tagatz](#) in Academic Services, (312) 427-2737, ext. 778 by the last day of classes for the semester/term.

Students who fail to take an examination or complete requirements for their course will receive a grade of "WF," unless prior accommodations have been granted due to personal hardship. If accommodations have been granted, the grade of "NG" (Incomplete) shall stand on the student record for no longer than one semester. The grade of Incomplete shall automatically convert to an "F" at the end of classes for the following semester unless the student has taken, before such date, the examination or has arranged for a definite date to take the examination.

(5) LAW SCHOOL POLICY REQUIRING FACULTY TO ENGAGE IN REASONABLE POST-EXAMINATION REVIEW WITH STUDENTS

In accordance with an ABA recommendation, the law school requires faculty members to engage in reasonable post-examination review with students, preferably individual review upon request.

Absent good cause, students also should have a right to reasonably review their examination papers. This does not mean that faculty members are obligated to review examinations individually with all students in every course. A reasonable policy may take into account the workload of individual teachers, the number of examinations in the course, the academic needs of the particular students requesting review, and the availability of review in courses throughout the school.

Faculty members may choose to carry out such a policy using alternative means, including engaging in individual review of examinations upon a student's request by holding a general review concerning the examination open to all students, or by providing an outline or exemplar of good answers. All faculty must store examinations for one year. A student who wants to review an examination booklet after the grades have been submitted to the Associate Dean for Academic Services should make an appointment with the professor.

(6) MIDTERM EXAMINATIONS

Midterm examinations may be administered at the discretion of the faculty member.

IV. ADMINISTRATIVE INFORMATION

A. CLASS ROSTERS

Class rosters are prepared by the Records Office upon completion of student registration. Early in the semester a temporary roll will be distributed. After approximately two weeks a permanent roll will be distributed. At that time, any student whose name does not appear on the permanent roll should be directed to see the Associate Dean for Academic Services. Students may not be admitted to class unless their name is included in the roster or the student shows evidence of having completed registration by presenting a registration form or a statement from the Registrar's Office. It is not necessary to return roll books to the Records Office after each class. Faculty should return roll books to the Records Office on the last day of class for the semester.

B. CLASS ATTENDANCE AND ABSENCES

Faculty are required to take roll. Absences in excess of 25% of class sessions will result in the student's dismissal from a course. As a general policy the individual faculty member will determine the penalty, if any, for tardiness and early departures. Individual faculty may reduce the number of permissible absences after notice to the students.

Professors should report students who have accumulated three absences in a subject to the Registrar. A warning letter will then be sent to the student. If a student is absent more than 25% of the class meetings, a WF (withdrawal failing) will be entered on the student's record and he/she will be required to repeat the course to remove the WF.

The absences allowed per semester are as follows:

Courses meeting one hour per week:

4 one-hour sessions

Courses meeting two hours per week:

8 one-hour sessions or
4 two-hour sessions

Courses meeting three hours per week:

12 one-hour sessions,
4 three-hour sessions, or
7 one and one-half hour sessions

Courses meeting 4 hours a week:

15 one-hour sessions or
7 two-hour sessions

Religious Observance Policy

The John Marshall Law School recognizes the diversity of religious practices of its students, faculty and staff. Therefore, we have established a new policy of attendance to accommodate religious observance. In addition to the 25 % allowed absences, students will be excused without penalty for two class sessions in each course enrolled every semester.

We further recognize that some faculty may choose to cancel and reschedule class to accommodate religious observance.

C. WARNING LETTERS FOR EXCESSIVE ABSENCES

If any student is close to meeting the allowable absences in a class, the faculty member should notify Farisa Crowell (ext. 771) in Academic Services and the appropriate letter will be sent to the student notifying the student of the impending danger of being unable to write the examination.

D. GRADING SYSTEM

(1) REQUIRED GRADES FOR REQUIRED COURSES (CURVE I)

Pursuant to Assembly action at meeting of April 21, April 28, May 6, 2003 and December 10, 2004 and April 10, 2006

In Civil Procedure I, Constitutional Law I, Contracts I & II, Criminal Law, Property, and Torts, provided the enrollment is 20 or more students, faculty shall conform their grades to the following standards:

Required Grades

Grades of A+, A, and A- shall be awarded to no fewer than 20% and no more than 30% of the class.

Grades of B+, B, and B- shall be awarded to no fewer than 35% and no more than 45% of the class.

Grades of C+, C, and C- shall be awarded to no fewer than 15% and no more than 25% of the class.

Grades of D and F shall be awarded to no fewer than 10% and no more than 20% of the class.

Required Cumulative Average

For the class as a whole, the cumulative average grade shall fall between 2.40 and 2.80, inclusive.

(2) REQUIRED GRADES FOR ELECTIVE COURSES (CURVE II)

In every J.D. course not subject to Curve I, other than Lawyering Skills and Trial Advocacy with an enrollment of more than 30 students, faculty shall conform their grades to the following standards:

Required Grades

Grades of A+, A, and A- shall be awarded to no fewer than 25% and no more than 40% of the class.

Grades of B+, B, and B- shall be awarded to no fewer than 35% and no more than 50% of the class.

Grades of C+, C, and C- shall be awarded to no fewer than 10% and no more than 25% of the class.

Grades of D and F shall be awarded to no fewer than 0% and no more than 10% of the class.

Required Cumulative Average

For the class as a whole, the cumulative average grade shall fall between 2.70 and 3.10, inclusive.

(3) GRADING SYSTEM

- a) These required grading curves began with the Fall 2003 term.
- b) If a faculty member turns in grades for a covered course that conform to the grading curves (both as to the required grades and as to the required cumulative average) the registrar shall process the grade as usual. If they do not, they shall be returned to the professor for adjustment to conformity to the curves. The registrar shall not process any grades for a course until all grades for the course conform to the grading curves, unless the lack of conformity is *de minimis* or a waiver has been obtained from the dean.
- c) If a professor falls outside of any grouping of the required grades by a fraction of a student, this shall be considered a *de minimis* lack of conformity and the registrar shall not thereby decline to enter the grades as usual.
- d) In extraordinary circumstances, the dean or associate dean for academic affairs may grant a waiver for a professor not conforming to the grading curves for a particular course for a particular semester. It is not considered “extraordinary circumstances” that a professor simply considers the curve too strict or too generous, in whole or in part, or the class too strong or too weak for the curve to be applicable. Any such waiver shall be reported to the Assembly Executive Committee in writing, together with the reasons for the waiver.

The grading system of The John Marshall Law School (at all academic levels, including J.D., LL.M., and M. Juris programs) shall be:

A+	4.01
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D	1.00
F	0.00
WP	0.00
WF	0.00
W	0.00

E. GRADE REPORTING AND EXAMINATION RETURN

A student who wants to review an examination booklet after the grades have been submitted to the Associate Dean for Academic Services should make an appointment with the faculty member who taught the class.

F. TEXTBOOKS

Most publishers will provide faculty members with loose-leaf desk copies of casebooks. Faculty members requiring desk copies for the next academic year should request the books directly from the publisher. Publishers' addresses may be obtained from the Bookstore Manager (Ext. 358).

G. CHANGE IN TEXTBOOKS

Experience with publishers has led us to adopt the policy that changes in textbooks, materials, and equipment for the ensuing semester must be submitted to the Bookstore Manager on or before July 1 for the fall semester, and November 15 for the spring semester.

H. PURCHASES

Procedures have been established to assist the faculty and the Business Office in ordering classroom and student supplies. Faculty members who need classroom and student supplies and equipment not available in the bookstore must be requisitioned through the faculty secretaries.

Books are ordered by the Bookstore Manager based on requirements and recommendations submitted by faculty members.

I. LEGALEASE & OTHER ELECTRONIC AIDS FOR USE BY THE FACULTY

LegalEase is the law school's official Internet portal to post information and materials about courses for dissemination to the students. Faculty members are able to select other electronic teaching aids, such as LexisNexis and Westlaw's TWEN products. Faculty members should call the Computer Department Help Desk (ext. 550) for assistance with these aids.

Posting First Assignments

First assignments shall be given to the faculty secretaries who will arrange posting on *LegalEase*. First assignments must be posted by August 15th for the fall semester, and January 2nd for the spring semester.

Duplicated Materials

If a faculty member needs help posting material on *LegalEase*, they must work through the faculty secretaries. The materials must be labeled in groups of no more than 50 pages with appropriate headers for each grouping.

J. TEACHING AIDS - TECHNOLOGY

The law school has videotape equipment and cassette players available to faculty upon advance notice to the Director of Media Services (Ext 498).

K. ANNOUNCEMENTS

From time to time a faculty member will find messages in his or her mailbox requesting that he or she take a few minutes of class time to make announcements or to pass out questionnaires for completion and collection before the end of the class.

L. CLASS CANCELLATIONS

Faculty members should cancel classes only in case of illness or for other good cause. Academic Services must be notified as early in the day as possible if a class must be canceled. A notice will then be posted on the monitors. Make-up sessions should be scheduled immediately. Faculty members should not change classrooms or meeting times without prior authorization from Academic Services. Faculty should contact Academic Services to reserve a classroom for make-up classes.

V. SERVICES AND FACILITIES

A. LIBRARY

The Louis L. Biro Law Library serves to support the research needs of the students, faculty, and alumni of The John Marshall Law School, as well as members of the Chicago Bar Association. The Library is located on Floors 6 through 10 in the East Building of the Law School. The collection of over 380,000 volumes is housed on five floors and two mezzanine floors.

1. Hours

Regular Hours

8:00 am to 11:00 pm, Monday – Thursday
8:00 am to 8:00 pm, Friday
9:00 am to 8:00 pm, Saturday
9:00 am to 10:00 pm, Sunday

Library hours are subject to change during holiday and break periods. Upcoming changes in hours, including closures, are noted on the Library homepage.

Reference Desk Hours:

9:00 am to 7:00 pm	Monday – Thursday
9:00 am to 5:00 pm	Friday
9:00 am to 4:00 pm	Saturday
10:00 am to 5:00 pm	Sunday

Library Telephone Numbers

Circulation: (312) 427-2737 ext. 710 or (312) 987-1413

Reference (312) 427-2737 ext. 729

2. Services

Circulation Services

- Library materials may be checked out with JMLS ID at the circulation desk located on the 6th floor of the Library
- Faculty enjoy extended check out privileges, subject to recall
- No fines will accumulate for full-time faculty checkout of JMLS materials, but please return items promptly

Reserve Materials

- To place materials on reserve for a class, such as books or articles, contact the circulation department at ext. 710. Items will be removed from reserve at the end of the semester.
- Professors may have class tapes placed on reserve. Tapes will be available within 24 hours of the Library receiving the tape from Media Services.

Exams on Reserve

• The library can place your older exams and answers on a password-protected portion of our library's website.

Suggestions for purchasing items for the library collection

• In order that the library collection reflects faculty use and needs, faculty members are encouraged to submit titles in their field to the Library Director or to their faculty liaisons for consideration of purchase. If you wish, you can be notified when the book is available, and it will be placed on hold for you at the Circulation Desk.

Routing Services

- The Library routes current periodical issues to professors on a regular basis, as requested. Requests for materials to be routed may be placed with your Library liaison or with Technical Services, at ext. 710
- Librarians can help you set-up electronic "clipping" searches on Lexis & Westlaw to alert you to new articles published

Research and Reference Services

- On-duty Reference Librarian
 - An on-duty reference librarian is stationed at the reference desk on the 6th floor, ext. 729 during hours above.
 - Reference Librarians are available to assist faculty with short-term research needs, to locate hard to find sources, and to provide general guidance on use of library resources.

- Library Liaison Program
 - Each full-time professor is teamed with one reference librarian to help with long-term research projects and other needs that extend beyond the services provided at the reference desk or by student reference assistants.
 - At the beginning of each academic year, your liaison will contact you about your current research interests.
 - Library liaisons assist faculty members by:
 - Providing expert research assistance
 - Training faculty or research assistants on library resources
 - Offering Library tours for classes
 - Creating classroom research sources and instruction
- Interlibrary Loan
 - The interlibrary loan system is a cooperative, voluntary one, allowing us to borrow items from other libraries on your behalf. If you request an ILL, you are responsible for returning it to us at JMLS library. If we do not return an ILL title, we will be billed the replacement cost of the item and the lending library can refuse to loan to anyone at JMLS in the future.
 - The easiest way for you to request an article or a book is to find the item on First Search, click on the “Borrow this item from another library”, and enter your name. Or if you prefer, you can email the information you know about the item to your faculty liaison or the interlibrary loan librarian at ill-jmls@jmls.edu .
- Student Research Assistants
 - Faculty may employ student research assistants to assist with scholarship and classroom teaching
 - Research Assistants are entitled to special copy cards for faculty work

Electronic Resources

- The Library makes a number of services available through the Library homepage. Faculty can access the Library catalog and locate information on Library hours, access and policies
- The library subscribes to a large number of databases and electronic research services. All are linked from the Library website.
- To receive library database passwords, contact the reference desk at ext. 729

Services from home

- All of the library’s databases can be accessed from home. You can access these databases through the proxy server, entering your JMLS username and password. The only exceptions are Lexis and Westlaw where you will need a personalized password.

Need more information? See the Library [web page](#) or the Faculty Library Guide for additional information.

B. MEDIA SERVICES DEPARTMENT

The Media Services Department provides a variety of services to faculty, students and outside organizations. The department facilitates the instructors' delivery of curriculum and maintains an extensive video and audiotape collection for instruction and self-study activities. The department provides critical support to law school sponsored events and conferences, as well as to outside organizations. If you will be using equipment for every class all semester, please inform the Media Services Department (ext.498) about equipment needed, day of class, room number, starting and ending times and name of class.

Law school personnel should make reservations as far in advance of the date needed as possible. Generally, a two business day minimum advance notice is required. Students can only reserve services through a faculty member. Faculty and staff are encouraged to discuss their media needs prior to making reservations for services. A Media Services Department guide is available. For details call Michael Kerwin at ext. 522, or e-mail at mkerwin@jmls.edu.

(1) Video Services

Video production - The Media Services Department is capable of delivering high quality videotape recordings. They can be either "live" coverage of an event, such as a conference, or can be developed from an original script. Projects requiring this level of support should be discussed in detail with media services personnel.

VHS videotaping of lecture, review or make-up class - These recordings are copied onto DVD and added to the library reserve collection. The DVDs are removed from the collection at the end of each semester unless otherwise requested. Media Services will need a minimum of 48 hours to copy and process each DVD.

DVD and VHS videotape playback – DVD player, VCR, and monitor provided with remote control.

Tegrity recordings directly to the Internet- Media Services has recently added a digital alternative to videotaping classes, called Tegrity. A laptop is set up in front of the instructor, with or without a web camera, and the class is recorded onto the laptop. After the recording is stopped, it is uploaded onto the instructor's LegalEase class page to be viewed by the students in that class only.

(2) Projection Services

Note: Only particular classrooms can be adequately darkened to accommodate projection. These rooms are 200, 413, 428, 409, 503, 522, 1101, 1102, 1103, 1105, 1100 Lab, 1200A and 1200B.

Overhead projection - Faculty who wish to have transparencies made should provide a paper or a disk copy of the original to Media Services. Black and white and color transparencies can be produced in one or two days.

Slide projection - Media Services provides slide trays for the carousel-type, 35mm projector.

Computer and/or video projection - Images can be projected from the department's laptops and/or the instructors' laptop computers. The department's laptops have Microsoft Office software (Microsoft Word, Excel, PowerPoint, etc.) and CD-ROM/DVD players ready to use. The department's laptops are connected to the internet. If the instructors want their laptops connected to the internet, they must contact the Computer Services Help Desk ahead of time. If sound is needed to play media clips, some rooms have speakers or an amplifier can be set up.

(3) Audio Services

Public Address Systems - Certain classrooms are pre-wired with self-service public address systems. These rooms are 200, 201, 216, 300, 403, and 503. In a classroom that is not pre-wired, a portable public address system is available.

Audio taping of a lecture, review or make-up class - These recordings are added to the library reserve collection. The tapes are removed from the collection at the end of each semester unless otherwise requested. Media Services will need a minimum of 48 hours to copy and process each tape.

Audio cassette tape play-back - Cassette player and speakers provided.

C. E-MAIL

As of March 1st, 1997 electronic mail transmissions of messages to JMLS faculty and staff through the JMLS computer network will have the same force and effect as transmission via the U.S. Postal Service, the JMLS interoffice mail or voice mail.

Each faculty and staff member is responsible for the timely retrieval of messages in their email account, arranging for training/instruction on the use of the email software and maintaining established space limits of the e-mailbox, by deleting unnecessary messages on a regular basis. Messages that remain in the "Sent Items" and "Deleted Items" folder for over 365 days will be deleted by an automated process, unless they are moved to another folder, for storage.

It is the responsibility of the faculty member to do the following tasks:

- Arrange, through the John Marshall Help Desk (ext. 550), for appropriate instruction in operating the e-mail account, if necessary.
- Maintain the timely retrieval of messages from that account. It is mandatory that you check your e-mail for updates and/or messages.
- Maintain established space limits of the personal e-mail boxes by deleting unnecessary messages on a regular basis. Messages that remain in the "Sent Items" and "Deleted Items" folder for over 365 days will be deleted by an automated process, unless they are moved to another folder, for storage.

- Forward e-mails to another e-mail account if the faculty member is not going to check their John Marshall account.

D. FACILITIES

Security: During the hours the building is open a security guard is at the desk on the First Floor. He can be reached at ext. 507 or by calling 427-9201.

Bookstore: The Bookstore is located on the second floor of the East Building. It carries a complete line of textbooks and supplies. Normal bookstore hours are Monday through Thursday, 10:00 a.m.-6:00 p.m., Friday, 10:00 a.m.-5:00 p.m. During breaks and holidays, the bookstore will have amended hours, please call to confirm.

Telephones: There is a telephone available in the faculty lounge as well as in each faculty office. The school has equipped all offices with AUDIX Voice Power. This is an automated answering service equipped with up-to-date voicemail features. Contact Amish Patel, Systems Operations Engineer, for more information. While it is recognized that some personal use of telephones is necessary, it should be remembered that charges on our telephone system are based on the number of calls made and personal use should be limited.

Faculty Rooms: There is a Faculty Lounge on the fourth floor in the main building. The Faculty Lounge serves as a meeting place for faculty before and after classes. This room is equipped with individual mailboxes for each instructor and will contain mail and memoranda directed to the instructor's attention, together with the class roll books for that day's classes. Instructors should consult the bulletin board in the Faculty Lounge each week for important notices and schedules.

Snack Facilities: Food and snacks can be purchased in the Canteen on the second floor. Vending machines are also located near the student lounges on the second floor and on the fifth floor of the 315 building. Coffee is available in the Faculty Lounge along with microwave facilities and a refrigerator.

E. SECRETARIAL AFFAIRS

Typing and copying of course materials should be submitted to the faculty secretaries in rooms 419 or 421 at least one week in advance. Reproduced materials of more than 50 pages will be sold through the book store. You can contact Gwen Konigsfeld, the faculty secretary supervisor, at ext. 359.

VI. INSTITUTIONAL AFFAIRS

A. PUBLICITY

School-connected news items are publicized as follows:

In the Loop

News of faculty and adjunct faculty activities in professional, civic, philanthropic, and charitable organizations, including election and appointment to office, participation in seminars,

publication of articles, etc., is printed as a matter of course in the school's weekly newsletter, *In the Loop*. The newsletter notifies the Board of Trustees, the Board of Visitors, the local media, the alumni association, and John Marshall community about the activities of the faculty, staff, and the school in general. Submissions must be made by noon each Wednesday and should be e-mailed to Assistant Dean John McNamara, 6mcnamar@jmls.edu. Please use your name in the title of the submission.

Briefcase

Briefcase, a publication for The John Marshall Law School alumni, is currently distributed to more than 15,000 alumni, students, friends, judges, hiring and managing partners of Chicago law firms, along with corporate CEOs in Chicago, all law school deans and Midwest law professors. Please note, news of alumni activities is submitted to the Office of Alumni Relations and printed under "Alumni Briefs."

B. PUBLIC RELATIONS

To maintain a close relationship with members of the local and national legal media, as well as non-legal media, the Public Relations Department will send out notices of school functions, special events, faculty appointments, and activities. Faculty should contact the Public Relations Director, Marilyn Thomas, at extension 661 as soon as that faculty member knows of their participation in a newsworthy activity or event. This will enable the Office of Public Information to become more familiar with the activities of the faculty member and allow an informative and timely news release to be distributed to the media.

C. WEB SITE

In addition to publication of the online catalog at www.jmls.edu/catalog, among other items, adjunct faculty can find links to school news, events, and announcements from the home page at www.jmls.edu. The school's intranet, at www.jmls.edu/intranet, contains useful information. Its purpose is to make work-related tasks and processes easier. For help with anything related to the web site, contact [Lori McDaniel](#).

VII. EVENTS

A. RELIGIOUS OBSERVANCE POLICY

The John Marshall Law School recognizes the diversity of religious practices of its students, faculty and staff. Therefore, we have established a new policy of attendance to accommodate religious observance. In addition to the 25 % allowed absences, students will be excused without penalty for two class sessions in each course enrolled every semester.

We further recognize that some faculty may choose to cancel and reschedule class to accommodate religious observance.

B. SOCIAL FUNCTIONS

The faculty is urged to attend the various luncheons, meetings, and dinners sponsored by the law school, alumni, and student organizations.

VIII. GENERAL PROCEDURES

A. Evacuation Guide

PURPOSE

The purpose of this document is to describe the procedure for the safe evacuation of The John Marshall Law School (JMLS) facility in the case of an emergency. This is accomplished by everyone learning how to exit the building quickly and calmly, ensuring unobstructed exit paths, appropriate emergency lighting, prompt evacuation, allowing immediate access for emergency response personnel and identifying designated personnel to assist in the evacuation.

BACKGROUND

It is the policy of JMLS to take reasonable steps to protect the safety and health of every student, faculty, staff, contractor, guest, and visitor. Evacuation of the building may be required for a number of reasons including fire or smoke, utility failure, chemical spill, explosion, bomb threat or gas leak. This plan describes the evacuation procedures for the JMLS buildings and the responsibilities of all personnel involved in the evacuation.

INFORMATION

JMLS has a Fire Safety Plan, a Building Evacuation Team (Floor Wardens, Sweepers, and Elevator Monitors), smoke detectors, fire extinguishers, alarm pull stations and evacuation routes. Scheduled building evacuation drills will be held twice per year.

In case of fire on campus, dial 9-911, then security at ext. 507.

Stay calm, keep others calm

1. Learn the location of fire extinguishers, fire exits, and alarm pull stations in your area and know how to use them. Fire extinguishers are usually near the elevators or stairwells.
2. If a minor fire appears controllable **IMMEDIATELY** contact the fire department (9-911) and security (507). Then pull the fire extinguisher from the wall and promptly direct its discharge at the base of the flame, sweeping back and forth. Begin at a safe distance (6-8 feet), and never let a fire get between you and your exit. Even if you are able to completely extinguish a fire, the fire department still needs to be notified for an inspection.

3. If an emergency exists, activate the building alarm.
4. For large fires that do not appear controllable, **IMMEDIATELY** notify the fire department by calling 9-911. Give the address, floor, and nature of the emergency. Do not enter a room with fire; close all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS.** Pull the fire alarm if the alarm is not already going off.
5. If you hear the building alarm, or are instructed to evacuate, walk quickly to the nearest marked exit and alert others to do the same.

In-class Faculty members are responsible for directing students to the nearest exit and confirming that all students have exited. If you are not in a classroom when an alarm sounds, evacuate the building via the nearest interior staircase. An open staircase is a better choice than a closed staircase. Fire drills will be conducted semiannually; to help building occupants learn their escape routes. Evacuation maps are posted near the elevator lobbies on each floor.

6. **ONLY USE THE EXTERIOR FIRE ESCAPE IF ALL INTERIOR ESCAPE ROUTES ARE BLOCKED BY SMOKE OR FLAME.**
7. Remember that elevators are reserved for disabled persons. **DO NOT USE AN ELEVATOR IN CASE OF FIRE. STAY CALM. KEEP OTHERS CALM.** Many building occupants do not recognize their own need for assistance. Encourage your friends and colleagues to identify themselves, if you think they may need specific assistance during an emergency. Let people know that while self-identification is voluntary, you can ask that the information be kept confidential and that it only be shared with those who have responsibilities for emergency response.
8. Once outside, move to the designated meeting area, which is in the alley between the park and the parking garage. If the gate is unlocked, proceed into the field area.
9. Follow the directions of faculty and Building Evacuation Team members until you are outside and at the meeting point. **Building Evacuation Team Members can be identified by a neon-orange arm band labeled "Evacuation Team."**
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an authorized school official.

Note: *If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.*

Utility Failure

1. In the event of any building-wide loss of power or water, *all students, faculty and staff are to evacuate the law school immediately and efficiently.*
2. Use the interior stairs to evacuate the building. If you hear someone trapped in an elevator, please inform security as soon as possible. Ask persons who are disabled how you can best assist them in the evacuation.
3. In the event of a power loss, emergency lighting will provide sufficient illumination in corridors and stairs for safe exiting for a short time, though elevators will not function. *Everyone must evacuate the Law School if a power loss occurs.*
4. Once outside, move south to the alley area between the parking garage and the park (the “designated area”). Keep the walkways, fire lanes and hydrants clear for emergency crews.
5. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an authorized school official. Information about the evacuation and possibility of reentering the building will be announced in the designated area.

B. Smoking

In compliance with the Clean Indoor Air Ordinance and the Chicago City Ordinance, and in response to numerous requests by faculty and staff for a smoking policy at the John Marshall Law School, the John Marshall Law School is a smoke-free building as well as within 15 feet of all entrances.

C. Drug-Free Workplace

See Drug and Alcohol Policy at the end of this handbook.

D. Lost and Found

Found Items – All found items are to be brought to the security desk on the first floor where they will be retained for a period of time. If the item has identification, the security guard will attempt to reach the person by telephone.

Lost Items – All inquiries regarding lost items should be made to the security desk on the first floor.

E. School Closing

Each winter the Tribune Radio Network provides information on school closings when the weather is bad. If the school is to be closed, the following stations will be notified: WMAQ 670,

WGN 720, WBBM 780, or on the FM band B96 or US99. It will also be announced on Channel 32 Fox Television. You may also call 1-900-407-SNOW and enter the school's telephone number to find out if the school is closed. There is a \$.95/minute charge for this service.

IX. ACADEMIC CALENDAR

A. THE JOHN MARSHALL LAW SCHOOL 2008-2009 Academic Calendar

FALL 2008

Accelerated Trial Advocacy	August 5-14
Orientation for new JD	August 11-14
Orientation for new LLM & MS	Tuesday, August 19
First day of regular classes	Wednesday, August 20
Labor Day (no classes)	Monday, September 1
Last day to drop individual courses with tuition refund	Friday, September 5
Last Day to withdraw pass from a course (no tuition refund)	Friday, September 26
Yom Kippur (no classes)	October 8-9
Thanksgiving recess (no classes)	November 26-29
Make-up day (no Tues. classes held)	Tuesday, December 2
Last day of regular class	Thursday, December 4
Reading Period	December 5-7
Final Exams	December 8-20
Make-up exam day	Saturday, December 20
Commencement TBA	

SPRING 2009

Accelerated Trial Advocacy	January 6-15
Orientation for new JD	January 12-15
Orientation for new LLM & MS	Tuesday, January 13
Martin Luther King Jr. Day (no classes)	Monday, January 19
First day of regular classes	Tuesday, January 20
Last day to drop individual courses with tuition refund	Monday, February 2
Last day to withdraw pass from a course (no tuition refund)	Friday, February 20
Spring Break (no classes)	March 15-21
Last day of regular classes	Monday, May 4
Make-up class days	May 5-6
Reading Period	May 7-10
Final Examinations	May 11-23
Make-up exam day TBA	
Commencement TBA	

SUMMER 2009

First day of early session	Tuesday, May 26
First day of regular Summer	Monday, June 8
Last day to withdraw pass from a course	Friday, June 12
Last day of early session	Friday, June 26
Last day of regular session	Friday, July 24
Regular session final exams	July 27-30

Note: Only those holidays listed above will result in class cancellation

1. Religious Observance Policy

The John Marshall Law School recognizes the diversity of religious practices of its students, faculty and staff. Therefore, we have established a new policy of attendance to accommodate religious observance. In addition to the 25 % allowed absences, students will be excused without penalty for two class sessions in each course enrolled every semester.

We further recognize that some faculty may choose to cancel and reschedule class to accommodate religious observance.

2. Commencement

The Law School expects every faculty member to participate in the academic procession at commencement.

Advance information is sent to each instructor so that all arrangements may be made. Caps and gowns are required for the procession at commencement. These will be furnished by the Law School for those who do not own a cap and gown.

3. Social Functions

The faculty is urged to attend the various luncheons, meetings, and dinners sponsored by the school, alumni, and student organizations. If you attend more than one of the Law Review, Moot Court, Journal of Computer & Information Law, and Review of Intellectual Property Law dinners, the school will reimburse you for the second, third, and fourth of such dinners.

B. THE JOHN MARSHALL LAW SCHOOL 2009-2010 Academic Calendar

FALL 2009

Accelerated Trial Advocacy	August 6-15 (tentative)
Orientation for new JD	August 17-20
Orientation for new LLM & MS	August 18
First day of regular classes	Monday, August 24
Labor Day (no classes)	Monday, September 7
Last day to drop individual courses with tuition refund	Friday, September 4
Last Day to withdraw pass from a course (no tuition refund)	Friday, October 2
Thanksgiving recess (no classes)	November 25-28
Last day of regular class	Saturday, December 5
Reading Period	December 6-7
Final Exams	December 8-22
Make-up exam day	Tuesday, Dec. 22
Commencement	January 2010 – Date TBA

SPRING 2010

Accelerated Trial Advocacy	January 4-13 (tentative)
Orientation for new JD	January 11-14
Orientation for new LLM & MS	January 12
Martin Luther King Jr. Day (no classes)	Monday, January 18
First day of regular classes	Tuesday, January 19
Last day to drop individual courses with tuition refund	Monday, February 1
Last day to withdraw pass from a course (no tuition refund)	Friday, February 19
Spring Break (no classes)	March 14-20
Last day of regular classes	Monday, May 3
Reading Period	May 4-6
Final Examinations	May 7-21
Make-up exam day	Friday, May 21
Commencement	May 2010 – Date TBA

SUMMER 2009

First day of early session	Monday, May 24
Memorial Day	Monday, May 31
First day of regular Summer	Monday, June 7
Last day to withdraw pass from a course	Friday, June 11
Last day of early session	Friday, June 25
Last day of regular session	Friday, July 23
Regular session final exams	July 26-29

Note: Only those holidays listed above will result in class cancellation

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APPENDIX I: AFFIRMATIVE ACTION MINORITY POLICY

Adopted Fall, 1987

The John Marshall Law School is eighty-eight years old. Through the course of its existence, the school has sought to enroll minorities and provide minority representation to the profession. In fact, the Law School has an excellent reputation within the city of Chicago for affording minority students an opportunity to enter the legal profession.

Pursuant to the American Bar Association's Standard 212 and its Interpretations, this policy is drafted to demonstrate the Law School's commitment to affirmative action.

As a concrete means of demonstrating the Law School's commitment to providing equal opportunities for the study of law and entry into the profession by qualified members of groups that have been victims of discrimination in various forms, the Law School will seek to do the following:

1. With respect to the area of admissions, the Law School will:
 - a. Promote programs to identify outstanding minority high school students and college undergraduates and encourage them to study law.
 - b. Consciously plan law school recruitment of minority applicants.
 - c. Effect contact with colleges having substantial numbers of minority students.
 - d. Support the activities of the Council of Legal Education Opportunity (CLEO).
 - e. Develop programs that assist in meeting the unusual financial needs of minority students.
2. With respect to the law school educational experience, the School will seek to create a favorable law school environment for minority students. The School will seek to provide academic support services, support minority student organizations, seek to promote contact with minority lawyers and be conscious of the need to hire minority administrators.
3. With respect to the area of Career Services, the Law School will:
 - a. Participate in job fairs and other programs designed to bring minority students to the attention of employers.
 - b. Establish procedures to review the experienced of minority graduates to determine whether their employers are affording equal opportunity to members of minority groups for advancement and promotion.

4. With respect to the area of Faculty Development, the Law School will seek to obtain minority representation on the faculty through strong affirmative action recruiting for available tenure-track positions in the school.

APPENDIX II: GENERAL INFORMATION

A. CRIME REPORTING

To ensure that the John Marshall Law School is a safe and secure environment for all students, employees, and visitors, the Law School has formed a unified Security & Safety Department. This department investigates all crimes reported and also administers building life safety procedures.

During the hours of operation, the Law School employs between one and four dedicated security employees; consisting of two in-house full-time professionals, a roving security guard, and a security guard at the building's main entrance. Any person who witnesses a crime or suspects a crime has been committed should first attempt to contact Dave Martino at ext. 339. If Dave is not available, contact the main security desk at ext. 507.

Once a crime has been reported to the Security & Safety Department, a report is generated and an investigation takes place. All crimes reported since 2003 have been logged in the Security Incident Report database. This database is available upon request to any member of the Law School, after personal information is removed.

Each year on September 1st, the Law School is required to file a Campus Crime Report, in accordance with the 1998 *Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act*. The *Cleary Act* requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data are collected, reported, and disseminated to the campus community and the U.S. Department of Education. Reportable crimes under the *Cleary Act* include murder, manslaughter, sex offenses, robbery, burglary, motor vehicle theft, arson, illegal weapons possession, drug, and liquor violations. Since the inception of this program, the Law School has not had any reportable offenses occur on campus.

B. DRUG AND ALCOHOL ABUSE POLICY

It is the policy of The John Marshall Law School to create a drug-free environment in keeping with the spirit and intent of the Drug-Free Schools and Communities Act (the Act). The unlawful manufacture, distribution, dispensation, possession, sale, or use of illicit drugs and alcohol on the law school premises or while engaged in the law school's business off premises is strictly prohibited. The illegal use of drugs does not include the use of a drug taken under the supervision of a licensed health care professional or other uses authorized by law.

The illegal use of drugs and alcohol is inconsistent with the behavior expected of employees and students, subjects all employees, students, and visitors to unacceptable safety risks, and undermines the law school's ability to operate effectively and efficiently. Compliance with the standards of conduct described above is mandatory.

The legal consequences of drug abuse and dealing are substantial. With respect to drug dealing, the penalties range from a Class B misdemeanor to a Class 2 felony for any person convicted of dealing cannabis, depending on the amount involved.

Fines of up to \$100,000 may be imposed. Depending on the amount and type involved, the penalties for dealing controlled substances range from a Class 3 felony to a Class X felony. Fines of up to \$500,000 may be imposed. With respect to drug possession, possession of any substance containing cannabis can range from a Class C misdemeanor to a Class 3 felony. Depending on the amount or type of substance involved, the penalties for possessing a controlled or counterfeit substance range from a Class 4 felony to a Class 1 felony. The offenses carry a maximum prison sentence of 50 years and a fine of up to \$200,000 or the full street value of the substance, whichever is greater.

There are many health risks associated with the use of illicit drugs and the abuse of alcohol. Alcohol consumption in even low doses causes a number of marked changes in behavior. Repeated use of alcohol can lead to dependence. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can lead to permanent damage to vital organs such as the brain and liver.

To educate employees and students on the dangers of drug abuse, John Marshall has established a drug-awareness program. As part of the law school's program, materials are periodically made available to all employees and students, describing the dangers of drug and alcohol abuse, the law school's policy regarding drugs and alcohol, and the availability of counseling. The law school will impose disciplinary sanctions consistent with local, State and Federal laws on students and employees who violate the standards of conduct outlined above. Students who violate any aspect of this policy are subject to dismissal. At its discretion, the law school may require employees or students who violate this policy as a condition of remaining employed by or enrolled in any law school program to successfully complete a drug abuse assistance or rehabilitation program. Sanctions under the Act may also include referral to appropriate authorities for prosecution. The Associate Dean for Academic Services is responsible for enforcement of the law school's Drug and Alcohol Abuse Policy.

C. HARASSMENT PREVENTION POLICY

It is the policy of The John Marshall Law School to provide an educational and work environment free from offensive, harassing, or discriminatory behaviors on the basis of sex, sexual orientation, race, color, religion, national origin, ancestry, age, disability or any other legally protected characteristic. This prevention policy applies to all aspects of employment including, but not limited to, recruiting, hiring, promotion, and discipline, as well as all aspects of the educational process including, but not limited to, recruiting, admission, evaluation, and participation in educational activities. A violation of this policy does not necessarily rise to the level of a violation of law.

1. Prohibited Behaviors

An essential element of this policy is the prohibition against offensive, disrespectful, or demeaning behaviors and/or communications that are sexual in nature or context. Prohibited behaviors include, but are not limited to:

Making unwelcome sexual advances, requests for sexual favors, or engaging in other offensive verbal or physical conduct of a sexual nature when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from an educational or work program or activity, or it creates a hostile educational or work environment.

Explicitly or implicitly conditioning an individual's participation in an educational or work program or activity, or basing an education or work-related decision on an individual's submission to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Prohibited behaviors can be verbal, non-verbal, or physical. Examples of prohibited verbal behaviors include, but are not limited to, sexual innuendo, sexual propositions and comments, insults, threats, and jokes about gender-specific traits. Examples of prohibited non-verbal behaviors include, but are not limited to, sexually suggestive or insulting noises, obscene gestures and display of sexually suggestive objects or pictures. Examples of prohibited physical behaviors include, but are not limited to, unwelcome touching and coercive sexual contact.

2. Application to all Persons

This policy prohibits all students, employees, and faculty from engaging in behaviors inconsistent with this policy and protects all students, employees, and faculty from prohibited behaviors by other students, employees, faculty, or third persons. The law school will take reasonable care to prevent and eliminate behaviors inconsistent with this policy. Once notified of such behavior, the law school will take prompt and effective action.

3. Reporting and Investigation

Persons who experience offensive behaviors inconsistent with this policy may report it by any one of the following methods:

- 1) Calling the JMLS Harassment Prevention Hotline at 312.427.2737 x506
- 2) Reporting the behaviors to any dean, manager, or supervisor, including the offending employee's supervisor.

Reports of offensive behaviors inconsistent with this policy should be made promptly after the alleged policy violation occurs. The submission of an internal report does not preclude the complainant from seeking relief elsewhere.

4. Confidentiality

All such reports will be handled as promptly and efficiently as possible. Although information will be limited to those with a need to know, the law school cannot guarantee anonymity or confidentiality.

5. Enforcement Assignments

Either the Vice Dean or the Associate Dean for Academic Affairs shall enforce this policy as it applies to students and faculty. The Associate Dean for Academic Services is responsible for coordination of the Law School's compliance with section 504 of the Rehabilitation Act of 1973.

6. Violations of Policy

Any individual whose behavior is found to be inconsistent with this policy shall be subject to appropriate corrective and/or disciplinary action, including but not limited to reprimand, additional training, demotion, transfer, expulsion, or discharge, subject to applicable faculty and student disciplinary procedures. Violations of this policy do not necessarily rise to the level of violation of any law.

7. Non-Retaliation

The law school will take reasonable care to protect persons who report behaviors inconsistent with this policy or who cooperate in the investigation from retaliation or other adverse action. No such individual will be adversely affected in the terms and conditions of his or her employment or education for either making such a report or cooperating in the investigation of a report. Reports of retaliation will be investigated as promptly as is practical and corrective action will be taken as appropriate.

8. Dissemination Policy

A copy of this policy is given to students in the student handbook, posted in areas where all persons may review it, including the law school's Business Office Intranet site, and may be obtained upon request from any Dean, department head, or supervisor.

APPENDIX III: RULES FOR STUDENT DISCIPLINARY PROCEEDINGS

A. Application of Rules

1. These Rules are intended to provide a procedure to receive, investigate and decide charges alleging violation of the Student Code of Conduct. Any time limits under these Rules may be waived or extended by the Dean or chair of the Discipline Committee.
2. These Rules apply to all students and former students if the charge against them relates to their conduct while they were students of the Law School. The Law School administration retains the right consistent with these Rules to initiate or continue an investigation notwithstanding a change from student to non-student status, and to take appropriate action including deferring, revising or revoking retroactively grades or matriculation and amending a student file to reflect disciplinary action.
3. These Rules apply to conduct occurring on and off-campus so long as any off-campus conduct complained of has a substantial impact on the Law School or a member of the Law School community.
4. The Dean or, if the matter is pending before it, the chair of the Discipline Committee, shall have the authority to stay in appropriate cases an investigation or proceeding under these Rules due to the pendency of external proceedings related to the same subject matter; provided, however, that it is usually in the interests of the Law School community not to delay proceedings alleging violation of the Student Code of Conduct; provided, further, that the Law School shall not be bound by the results or determinations made by any other entity or forum. The Law School may also refer a matter to other appropriate authorities, including but not limited to, a criminal justice agency or an attorney disciplinary committee and, in such a case, may decide not to proceed or to stay an investigation or other proceeding under these Rules.
5. All persons involved in this process have the right to be represented by counsel or other representative at all stages of this procedure; provided, however, that no person employed full-time by the Law School or any adjunct faculty member may act as a student's representative. The Law School shall have no responsibility to pay the legal fees of any student or former student.

B. Initiation of Discipline Proceeding

1. Any member of the faculty, administration, staff, or student body may initiate a discipline proceeding (hereinafter referred to as the "Complainant") against a student or former student (hereinafter referred to as the "Respondent") by filing a charge with the Vice Dean or Associate Dean for Academic Affairs. A charge may be filed by more than one Complainant.
2. The charge shall be filed in writing within 180 days after the Complainant knows or should have known about the conduct complained of. The charge shall

identify the Complainant, the Respondent and state in plain language and with reasonable particularity the date, place and act complained of, and if possible, identify the standard of conduct which had been violated.

3. Within 20 days after a charge is filed, the Vice Dean or Associate Dean for Academic Affairs should inform the Respondent of the charge against him/her by providing a copy of the charge to his/her last known address or, if appropriate to protect the confidentiality of the Complainant or third persons, a summary of the charge allegations.

C. Investigation and Resolution By Vice Dean

1. The Vice Dean may attempt, in the exercise of his/her discretion, to investigate and resolve the charge before referring it to the Discipline Committee for formal investigation. If the Vice Dean resolves the charge at this stage, the matter shall be concluded subject to the provisions in this Paragraph. If not resolved, the Vice Dean shall refer the charge to the Discipline Committee no later than 60 days after the charge is filed. The Vice Dean shall inform the chair of the Discipline Committee of any charge intended to be resolved at this stage of the process and seek his/her counsel before entering into a final resolution. Any student or former student who the Vice Dean believes should be suspended, expelled, or subject to revocation of a degree has the right to have the charge referred to the Discipline Committee for investigation and subsequent proceedings in accordance with these Rules.
2. The Vice Dean, after consultation with the chair of the Discipline Committee, shall have the discretion and authority to take any interim action s/he believes is in the best interests of the Law School or any member of the Law School Community after a charge is filed and before it is finally resolved. Such interim action may include but is not limited to removing the Respondent or other student from a particular class or from School.

D. Referral to The Discipline Committee for Investigation and Reasonable Cause Determination

1. There shall be a Student Discipline Committee comprised of 9 members: 6 from the full-time faculty and 3 students in good standing. The Student Discipline Committee shall elect a faculty member as the chair. The 3 student members shall be selected by the Student Bar Association President-Elect for one-year terms. The 6 faculty members shall be appointed by the faculty's Executive Committee for two-year terms.
2. When a charge is referred from the Vice Dean to the Discipline Committee, the chair of the Discipline Committee shall appoint one faculty member on the Committee (which may include the Chair) as the "Investigator" who, along with the Associate Dean for Academic Affairs, shall have responsibility to investigate the charge allegations. Their investigation may but is not required to include interviews with the Complainant, Respondent, and other witnesses and to review

documents, including any investigation previously conducted. The Complainant and Respondent have a duty to cooperate in the investigation of the charge.

3. The Investigator and Associate Dean for Academic Affairs should attempt to complete their investigation within a reasonable time but in no event more than 120 days. After they complete their investigation, the Investigator and Associate Dean for Academic Affairs shall make a written determination whether there is reasonable cause to believe a rule violation or other misconduct has occurred and shall send their determination to the Vice Dean and chair of the Discipline Committee. There shall be no reasonable cause determination made without first providing the Respondent an opportunity to respond in writing or orally to the charge allegations. If it is determined there is not reasonable cause, the matter shall be terminated. If reasonable cause is found, the chair of the Discipline Committee shall convene a Hearing Panel.
4. The Respondent should be informed in writing within 20 days after a reasonable cause determination is made.

E. Referral For Hearing

1. If reasonable cause is found, the chair of the Discipline Committee shall select by lot 2 faculty members (which may include the Chair) and 1 student member from the Discipline Committee to constitute a Hearing Panel; provided, however, that the Investigator who conducted the reasonable cause investigation shall be excluded from consideration. The Hearing Panel shall select one of the faculty members to chair the Hearing Panel. Any member of the Discipline Committee who may be a witness shall be excluded from consideration for the Hearing Panel and shall not participate in any decisions made by the Hearing Panel. The chair of the Discipline Committee has the discretion to appoint interim members to the Discipline Committee in the event members are excluded under this Paragraph.
2. Within 10 days after the Respondent is informed of a finding of reasonable cause, s/he shall respond in writing to the Hearing Panel by admitting, denying, or otherwise responding to each factual matter charged. The chair of the HP may extend the time for such response.
3. The chair of the Hearing Panel shall set a date for hearing within a reasonable time after issuance of the reasonable cause determination; provided, further, that the hearing date may be extended by the chair in his/her discretion for good cause shown.
4. Either the Associate Dean for Academic Affairs or Investigator shall be responsible for presenting the facts and evidence in support of the charge to the Hearing Panel. (hereinafter referred to as the "Presenter").
5. Pre-hearing discovery shall be limited to the following. Upon request to the chair of the Hearing Panel, the Respondent shall be given all evidence which support the reasonable cause determination and any evidence which will be

offered at the hearing to support the charge, except for evidence protected by attorney-client privilege or otherwise prohibited from disclosure by law. Upon request by the Presenter to the Respondent, the Respondent shall provide to the Presenter all evidence which support any denial of the charge allegations and any evidence which the Respondent will offer at the hearing in his/her defense, except for evidence protected by attorney-client privilege or otherwise prohibited from disclosure by law. The chair of the Hearing Panel may place restrictions on the use and disclosure of any evidence as a condition to the production of such evidence to protect the confidentiality or privacy interests of the Law School or members of the Law School community, or for other bona fide reason. Unless the chair of the Hearing Panel sets a different date, the production of information required under this Paragraph should occur no later than 10 days after the request for production is made or 5 days prior to hearing, whichever comes first. The Hearing Panel may draw an adverse inference from the failure to produce any evidence required under this Paragraph.

6. The Investigator, Presenter or Associate Dean for Academic Affairs shall have the authority at any time prior to Final Decision to discuss with the Respondent a stipulated disposition of the charge. Any stipulated disposition after a charge is referred to the Discipline Committee but before a reasonable cause determination is made must be approved by the Dean and the chair of the Discipline Committee after consultation as appropriate with the Associate Dean for Academic Affairs, Investigator and/or Presenter. Any stipulated disposition after reasonable cause is found and prior to a Final Decision under these rules must be approved by the Dean and a majority vote of the Discipline Committee members, excluding members sitting on the Hearing Panel who shall not participate in any consideration of a stipulated disposition. If a stipulated disposition is approved as provided in this Paragraph, the matter shall be concluded. If a stipulated disposition is not approved, the matter shall be proceed in accordance with these Rules.

F. Hearing and Recommended Decision

1. The hearing shall be conducted in such manner as to provide a full and true disclosure of the facts and do substantial justice. The rules of evidence shall not apply at hearing and the Hearing Panel may consider written and oral statements and documents which may be hearsay. The chair of the Hearing Panel has the discretion and authority to decide all procedural issues that may arise in connection with the hearing process.
2. The hearing shall not be open to third persons.
3. The Respondent, Presenter and Hearing Panel members or their attorneys or representatives may question witnesses and offer other evidence during the hearing. No person may be compelled to present evidence at hearing; provided, however, that an adverse inference may be drawn by the failure of the Respondent to speak on his/her own behalf at hearing. The chair of the Hearing Panel has discretion to limit the number of witnesses and questions. The chair

may allow opening and closing statements and such other presentation of evidence or argument that s/he believes would be useful to the Hearing Panel.

4. Hearings shall be recorded on tape or stenographically, shall remain the property of the Law School and shall be made available to the Respondent for review or copying, subject to any restrictions the chair of the Hearing Panel may impose to protect the confidentiality or privacy interests of the Law School or members of the Law School community, or for other bona fide reason. The transcript shall not be made available to third persons except as required by legal process.
5. After the presentation of evidence, the Hearing Panel shall decide by majority vote whether the charge allegations have been proven by clear and convincing evidence, shall issue a Recommended Decision and shall send the decision to the Respondent, Presenter, Associate Dean for Academic Affairs, Vice Dean and Dean. The Hearing Panel should attempt to issue its decision within 30 days after the hearing concludes.
6. If the Hearing Panel finds against the Respondent, it may but is not required to recommend a sanction. The recommended sanction shall be included in the Hearing Panel's Recommended Decision. The Hearing Panel may seek the input of any relevant faculty member, student or administrator before recommending a sanction which may include but is not limited to:
 - a. Written Warning or Censure.
 - b. Disciplinary Probation: Exclusion from participation in school privileges or extracurricular activities for a specified period of time.
 - c. Change in Grade: Entry of a reduced or failing grade in a course.
 - d. Restitution: Financial reimbursement for damage or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
 - e. Suspension: Exclusion from classes and other privileges or activities for a specified period of time.
 - f. Expulsion: Termination of the student's status for an indefinite period of time. The conditions for readmission, if readmission is contemplated, shall be stated in the order of expulsion.
7. A Recommended Decision by the Hearing Panel in favor of the Respondent shall terminate the proceeding and constitute a Final Decision.

G. Review by Dean and Final Decision

1. A Recommended Decision by the Hearing Panel against the Respondent shall be reviewed in all cases by the Dean. The Respondent shall have 7 days after

receipt of the Recommended Decision to state his/her position in writing to the Dean concerning the decision. Failure by the Respondent to object to the Recommended Decision may be construed by the Dean as Respondent's agreement with the Recommended Decision. The Dean may review the entire record presented to the Hearing Panel as part of his/her review.

2. The Dean shall make a non-reviewable Final Decision, giving appropriate deference to the factual findings of the Hearing Panel; provided, however, the Dean has the authority to reject or revise the Recommended Decision and/or sanctions of the Hearing Panel and, if necessary, to remand the matter to the Hearing Panel to consider additional evidence or to cure a material procedural error. If the Hearing Panel has not recommended a sanction, the Dean shall make that decision. The Dean may seek the input of any relevant faculty member, student, or administrator before deciding a sanction. The Dean shall issue a Final Decision within a reasonable time after receipt of the Recommended Decision of the Hearing Panel.
3. The Dean shall send his/her Final Decision in writing to the Respondent, Discipline Committee, Vice Dean and Associate Dean of Academic Affairs and, as appropriate, any other member of the Law School Community who has a legitimate interest in knowing the Final Decision.

H. Effect and Disclosure of Disciplinary Decisions

1. The Dean or Associate Dean for Academic Affairs may publish a written summary of the charge and Final Decision to faculty, students, and/or administrators. In such event the names of the Complainant and Respondent shall not be disclosed.
2. The Law School reserves the right to (i) make full disclosure about disciplinary charges and findings to administrators, trustees, faculty, staff and students (including all Disciplinary Committee Members) who need to know to process any disciplinary charge and disposition; (ii) advise all or select administrators, trustees, faculty members, students and media of the charges, process, and disposition of a disciplinary matter without disclosing the name of the Respondent; (iii) make full disclosure in the context of any litigation involving or relating to a disciplinary matter; and (iv) make full disclosure in response to legal process.
3. Any charge, resolution, stipulated disposition, Final Decision and sanction shall be placed and retained in a student's official Law School file. Any suspension from attending school, expulsion or revocation of a degree for disciplinary reasons shall be recorded on a student's transcript. Further, the Law School will respond truthfully to questions or other inquiries from other law schools, educational institutions, courts, bar admission committees, employers or other parties who have a legitimate interest in learning about any disciplinary charges, findings and sanctions involving a student or former student and, in that respect, will respond truthfully to questions about allegations of dishonesty, character, or disciplinary proceedings brought against a student or former student.

APPENDIX IV: NON-DISCRIMINATION POLICY

The John Marshall Law School, finding any invidious discrimination inconsistent with the mission of free academic inquiry, does not discriminate in admission, services or employment on the basis of sex, sexual orientation, race, color, religion, national origin, ancestry, age or disability in accordance with provisions of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other existing federal and state laws and executive orders pertaining to equal rights. The director of Human Resources is responsible for the law school's compliance with section 504 of the Rehabilitation Act of 1973.

APPENDIX V: RESERVATION OF RIGHTS

The John Marshall Law School reserves the right to 1)modify the requirements for admission or graduation, 2)change the tuition fees, 3)change the assignment of teachers, arrangement of courses, content of courses, or materials used at any time, 4)change the calendar year, 5)refuse admission or readmission to any student at any time, 6)dismiss any student at any time for either academic or disciplinary reasons, or 7)modify, add to, or delete any other provision within the law school catalogue or this manual at any time.