

INSTRUCTOR OF LEGAL ANALYSIS AND COMMUNICATION

The Instructor of Legal Analysis and Communication (the “Instructor”) is part of the Legal Analysis and Communication team at MC Law, and will work closely with the Director of Legal Analysis and Communication (the “Director”). The Instructor shall initially be hired on a one-year probationary contract, subject to renewal for an additional probationary year, after which additional contracts may be awarded in accordance with the Law School’s procedure for “Contract Grants and Renewal for Directors and Instructors” as found in the Faculty Handbook. The Instructor shall attend faculty meetings and vote only on issues that directly affect his/her program. Should there be a question about whether the issue affects the program, the Faculty will vote immediately on the issue.

Teaching Responsibilities

- Teach in the summer entry program.
- Teach in the Legal Analysis and Communication program.
- Teach other courses and present in legal skills workshops targeting success in law school and on the bar exam as deemed appropriate by the Director.

Administrative Responsibilities

- Participate in the 1L orientation workshop on the skills necessary to succeed in law school.
- Assist the Director to design, develop, and implement the Legal Analysis and Communication curriculum.
- Assist the Director to design, develop, and implement legal skills workshops targeting success in law school and on the bar exam..
- Work individually and in small groups with students to improve their legal analysis, exam-taking, and time management skills and to effectively promote the Legal Analysis and Communication Program.
- Assist the Director with the Advanced Legal Analysis and Principles of Legal Analysis courses, as needed.

Faculty and Service Responsibilities

- Provide substantial service to the law school, the college, the legal profession, and the community.
- Serve on law school committees and in other assignments as requested. The Instructor will vote on faculty committees other than the Academic Standards Committee.
- Participate in national legal writing and academic success organizations, as well as other professional organizations as may be relevant to the Instructor’s teaching and scholarship interests.

Scholarship Requirements:

Publish and present scholarship regarding legal writing and/or academic success programming. Scholarship for purposes of this job description is defined as:

1. original writing published in a bar journal, specialized journal, law journal, blogs or other periodical covering clinical or legal education;
2. original academic teaching materials for lawyering skills, legal writing, or academic success programs;
3. original written materials for presentation at regional or national conferences on issues covering clinical or legal education; or
4. original written materials presented at a faculty forum to MC Law faculty covering the Instructor's field of teaching.

DESIRED QUALIFICATIONS:

- J.D. from an ABA accredited law school and a strong academic record
- Excellent oral and written communication skills
- Excellent time-management skills
- Ability to prioritize multiple projects and meet deadlines

Reports to: Director of Legal Analysis and Communication

FSLA Status: (Human Resources will designate)