

**2018-2019 Self Study
Site Evaluation Questionnaire – Required Supplementary Materials
(to be used for site visits occurring in 2018-2019)**

Required Attachments

Question 6: Standards 201 and 201(e).

Attachment: An organizational chart of the University.

Attachment: For an independent Law School, the Law School's basic governance documents (such as a charter or institutional bylaws).

Attachment: The most recent Dean's report(s) to the President, Board of Trustees, and/or alumni, if any.

Question 9: Standard 203.

Attachment: Current resume of the Dean.

Attachment: An organizational chart of the Law School.

Attachment: The list of current faculty committees, together with the membership rosters for each.

Questions 11 and 12: Standard 202.

Attachment: The two most recently completed audited financial statements for the Law School, if it has a separate financial statement, and for the University or the Law School's parent entity.

Attachment: The Law School budget for the current fiscal year and the two most recently completed fiscal years.

Attachment: A summary of the current long-term debt, including debt service schedules.

Attachment: A summary of the endowment, quasi-endowment funds (and those acting as endowments), and permanently and temporarily restricted investment funds, held by or on behalf of the Law School for the current and previous two fiscal years. For funds held on behalf of the Law School, identify the nature of the funds and the conditions under which the Law School or University may access these funds.

Attachment: If the University or Law School has a bond rating from a national rating agency, the most recent general rating report from the agency.

Attachment: Budget projections for future years (up to three years, if available).

Question 13: Standard 205 [Faculty and Staff].

Attachment: A copy of the Law School's and/or University's (if the Law School is covered by the University's) nondiscrimination/EEO policy relating to **faculty and staff**. If the policy is located on the Law School's or University's website, also provide the URL.

Question 14: Standard 205 [Students].

Attachment: A copy of the Law School's and/or University's (if the Law School is covered by the University's) nondiscrimination/EEO policy relating to **students**. If the policy is located on the Law School's or University's website, also provide the URL.

Attachment: The published statement of equal opportunity in placement.

Question 19: Standard 207 and Interpretation 207-1.

Attachment: Policies and Procedures for Accommodations.

Question 20: Standard 301(a).

Attachment: Required Curriculum.

Question 35: Standard 308.

Attachment: The Law School's applicable standards for
(1) regular class attendance;
(2) good standing;
(3) academic integrity;
(4) graduation; and
(5) dismissal.

Attachment: Any Law School grade distribution policy, mandatory or otherwise.

Question 39: Standard 310.

Attachment: The Law School's written policies and procedures for determining the credit hours that it awards for coursework.

Question 48: Standard 404(a).

Attachment: Law School (as distinct from University) policies with respect to a faculty member's responsibilities in teaching, scholarship, and service to the Law School community and professional activities outside the Law School, if any.

Question 50: Standard 405(a).

Attachment: The Law School faculty handbook(s), bylaws, and constitution, if any.

Attachment: The Law School's academic freedom, tenure, and promotion policies and procedures.

Attachment: A copy of any written University or Law School policies that are different for clinical or legal writing and research faculty from those applicable to full-time tenured/tenure-track faculty.

Question 56: Standard 501(a) and (b).

Attachment: The Law School's application for admission.

Attachment: The published statement of the Law School's standards for admission.

Question 67: Standard 509 and Interpretations 509-1, 509-2, and 509-4.

Attachment: Current Law School catalog or equivalent or the URL if the catalog or equivalent is available on the web.

Attachment: A list of all courses that are included in the Law School's course offerings, however published, but that have not been offered during the previous two academic years and are not being offered in the current academic year.

Question 68: Standards 509(b)(3) and 509(d) and Interpretation 509-3.

Attachment: Sample letters of conditional scholarship offers made to applicants in the current and previous two years.

Question 75: Standard 604 and Interpretation 604-1.

Attachment: Law Library Organizational Chart.

Question 77: Standard 606(d).

Attachment: Collection Development Plan.

Question 79: Standards 606(e) and 702(a) and Interpretation 702-3.

Attachment: Floor plans, maps, or similar guides of all Law School facilities that will assist site team members while on-site.

Question 81: Standard 702 and Interpretations 702-1 and 702-2.

Attachment: A copy of the lease documents for any portion of the facilities used for Law School programs that are subject to a lease.