Instructions for the SEQ-SRT form

Site Team Role

The site team is responsible for submitting to the Council a completed report that addresses the factual information relevant to each of the Standards so the Council can determine whether a school is in compliance with the Standards. For visits that occur during the 2020-21 academic year, there is a revised process and a new document. The new document combines two important documents at the center of the site evaluation process—the SEQ narrative answers provided by schools and the Site Report Template (SRT)—into a single document (the “SEQ-SRT form”).

The new process is that the staff at the Managing Director’s Office will review the law school’s SEQ narrative answers (which the law school provides on the SEQ-SRT form) to determine whether each response provides the information needed for the Council to determine whether the law school complies with the Standard. After each question, there will be “check boxes” for the staff member to complete: the answer provides the necessary information or does not provide the necessary information. If it does not, the staff will direct the Site Team's attention to what additional information is needed for the Council to decide compliance. [NOTE: The initial review by the staff is NOT a determination of compliance or non-compliance with the Standards. It is simply an initial review to assess whether the information necessary to make that determination is provided by the SEQ responses.]

This document (the SEQ-SRT form with the law school’s SEQ narrative answers and the initial staff review) is provided to the site team. The law school also receives a copy of the SEQ-SRT form with the initial staff review so it is aware of particular areas that may require additional information to be provided to the site team during the visit. That should help the law school be prepared to provide the information required to the site team.

The site team then reports the information they collect on the same document. Of course, the site team is not limited to simply responding to the issues raised by the initial staff review; they should include any additional relevant information and possible issues they discover during their visit. The final document is the SEQ-SRT form with the law school’s SEQ narrative answers, the staff review, and the additional information provided by the Site Team. Because the SEQ-SRT form includes the SEQ narrative answers, there is no need for the site team to repeat that information. Instead, they can focus on missing information and new information or issues discovered during the visit.

In completing the SEQ-SRT form, the team should be candid in its evaluation of the school and its program and in reporting facts bearing on the school's compliance with the Standards. The site team’s role is not to determine compliance with the Standards, but rather to report facts and observations to enable the Council to make the
compliance determination. The information supplied by the site evaluators should be written to give the Council as much information relevant to the Standards as possible, so it may take appropriate action based upon the SEQ-SRT form.

If the information supplied by the site team in the SEQ-SRT form suggests conclusions as to whether a school complies with the Standards, is missing information, or has an overly congratulatory or critical tone, then the work of the Council is made more difficult and misunderstandings on the part of the law school can arise. For that reason, in such a case, the post-visit internal reviewer will sometimes ask for missing information, seek clarification on ambiguities, or make changes as appropriate. The Managing Director’s Office will seek assent to changes but will make the final determination as to the final version of the of the SEQ-SRT form (which, when finalized, becomes the Site Report). A full report of the facts found and observations made by the site team will communicate effectively the team’s overall impressions without interfering with the responsibility that rests with the Council to conclude whether those facts establish compliance with the Standards. Members of a site team have a challenging task to stay within the role of fact finders, but the site team chair is an experienced site evaluator and will provide guidance and leadership on this issue.

The “Procedures for the Site Evaluation” discusses preparing for the site visit, the site visit schedule, and key elements of the visit.

**SEQ-SRT form**

To promote consistency, efficiency, and fairness, the Council has developed a SEQ-SRT form to be used by site evaluation teams. As explained above, that document now includes the law school’s SEQ narrative responses and an initial review of those responses by the staff. A blank copy of the SEQ-SRT form follows these instructions; a version with the law school’s SEQ narrative responses and initial staff review filled in will be sent to team members. The SEQ-SRT form now contains 81 questions, reduced from the 91 questions in the SRT template used for the previous several years.

The site team chair will assign each team member primary responsibility for certain portions of the SEQ-SRT form. The SEQ-SRT form consists of the following sections:

- **Organization and Administration**: Questions 1–19
- **Program of Legal Education**: Questions 20-43
- **Faculty**: Questions 44-55
- **Students**: Questions 56-69
- **Library and Information Resources**: Questions 70-77
- **Facilities, Equipment, and Technology**: Questions 78-81

After receiving assignments from the chair, team members should complete their report using the new SEQ-SRT form. The team member’s information for each question will
be inserted below the initial review provided by the staff. Each team member should provide his or her completed portion of the SEQ-SRT form to the chair. Many chairs will ask team members to prepare a draft of their section of the SEQ-SRT form prior to the visit in order to focus on the areas where the team has questions.

**General Guidelines for writing the report**

*Remember to provide facts and not opinions or comparisons.*

*Respond to each question in the SEQ-SRT form. If a question is not applicable, or the staff initial review states the information provided by the law school is sufficient, please say “Not applicable” or “School response sufficient.” If the SEQ-SRT form is silent on a particular matter covered by the Standards, then the Council has no clear signal as to what the omission indicates. Often a brief sentence that indicates the matter was reviewed by the site visit team can eliminate confusion in the review of the school and save the school from having to report further information to the Council to provide assurance that the school is operating in compliance with a Standard.*

*Do not remove the questions, the law school’s response, or the initial staff review from the SEQ-SRT form.* The completed SEQ-SRT form will include all of the SEQ questions, all of the law school’s responses, the initial staff review of the information provided by the law school in response to each question, and all of the site team responses.

*Verify the information provided by the law school.* For some purely factual questions, it will be sufficient simply to state that the response provided by the law school has been verified. For other questions, an analysis of the information provided, a response to the initial staff review, or details of observations made during the visit will be more appropriate.

**Format of Final SEQ-SRT form**

The SEQ-SRT form should be submitted in Word using Arial 11. It should be single spaced with double spaces after headings and between paragraphs. Do not indent headings and paragraphs. All headings and paragraphs should flush left. Note that the questions are all in **bold**, law school response is not bold, and the staff review is in *italics*. The responses should not be in bold or italics, so they stand out from the initial staff review.

The chair of the site evaluation team is responsible for putting the SEQ-SRT form together and for assuring that the style used throughout the report is consistent. The Council prefers to capitalize the terms “Law School” and “University” throughout the report and to use the Oxford comma.
Please make the SEQ-SRT form complete in itself and avoid the incorporation by reference of material contained in an appendix or in other documents. If the team acquires materials not included in the site evaluation documents that it believes the Council should consider in its deliberations, those materials should be sent separately to the Managing Director’s Office.

**Timeline for Submission**

The chair should submit the completed SEQ-SRT form electronically to the Managing Director’s Office by uploading it in the Dashboard within four weeks following the visit. Once the office receives the SEQ-SRT form, it will be reviewed internally. The office may contact the chair if additional information or editing is needed prior the SEQ-SRT being finalized as the Site Report and sent to the school. After receiving the Site Report, the law school has 30 days to respond to the Site Report and make factual corrections. The Site Report is then calendared with the Council for review. Delays in submission of the SEQ-SRT form will result in delays in receipt of the Site Report by the school and in review by the Council.