



**University of Pittsburgh  
School of Law**

**Faculty Handbook  
PART II**

**ACADEMIC AND ADMINISTRATIVE  
POLICIES AND PROCEDURES;  
2023-2024 ACADEMIC YEAR INFORMATION**

**2023-2024**

**FACULTY HANDBOOK—PART II  
ACADEMIC AND ADMINISTRATIVE POLICIES AND PROCEDURES;  
2023-2024 ACADEMIC YEAR INFORMATION  
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## **UNIVERSITY NONDISCRIMINATION POLICY**

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, as fully explained in Policy 07-01-03, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state and/or local laws and regulations.

For information on University equal opportunity and affirmative action programs, please contact: University of Pittsburgh, Office of Diversity & Inclusion, Executive Administrator (and Title IX, 504 and ADA Coordinator), 2nd Floor Webster Hall, Pittsburgh, PA 15260 (412) 648-7860 ([www.titleix.pitt.edu](http://www.titleix.pitt.edu)).

For complete details on the University's Nondiscrimination Policy, please refer to Policy 07-01-03. For information on how to file a complaint under this policy, please refer to Procedure 07-01-03.

**ACADEMIC CALENDAR  
LAW SCHOOL'S FALL 2023 SEMESTER**

**NOTES:** Tuesdays at 12:30 p.m. will be held for Faculty Enrichment, with specific programs to be announced.

August 15-18	Tuesday-Friday	First-year student orientation
August 21	Monday	Fall Semester classes begin
August 25	Friday	Final Add/Drop for Fall Semester
September 4	Monday	Labor Day – No Classes
September 5	Tuesday	Faculty Workshop Prof. Zhaoyi Li 12:30 p.m., Alcoa Room
September 7	Thursday	Faculty Meeting 12:15 p.m., Alcoa Room
September 12	Tuesday	Special Faculty Meeting 12:15 p.m., Alcoa Room
September 15	Friday	Add/drop ends
September 18	Monday	Constitution Day Lecture Kami Chavis 12:30 p.m., Courtroom
September 21	Thursday	Faculty Workshop Prof. Felipe Jimenez (USC) 12:30 p.m., Alcoa Room
September 23	Saturday	Diversity Potluck Professor Hackney's home 5:00-8:00 p.m.
September 26	Tuesday	Teaching Committee Workshop "Integrating AI in Legal Education" 12:30 p.m., Alcoa Room
September 28	Thursday	Panel Discussion "Death in Custody: How America Ignores the Truth and What We Can Do About It" 12:30 p.m., Room 107
October 3	Tuesday	PA Superior Court hearing oral arguments Moot Courtroom
October 5	Thursday	Faculty Meeting 12:15 p.m., Alcoa Room

October 9-13	Monday-Friday	Advising Week
October 12	Thursday	Teaching Committee Workshop J.D. Wright, University Teaching/Learning Center 12:30 p.m., Alcoa Room
October 13	Friday	Law Alumni Reception 5:00 p.m., First Floor Lobby
October 27	Friday	1L Bluebook Exam Take home  Spring term enrollment appointments for vets begin
October 30	Monday	Spring term enrollment appointments for non-vets begin
November 2	Thursday	Faculty Meeting 12:15 p.m., Alcoa Room  Annual Judicial Government and Public Interest Law Reception 5:30 p.m., Duquesne University Power Center (annual/date TBD – Megan Lovett organizes w/Duquesne)
November 9	Thursday	Faculty Workshop Prof. Cathy Hwang 12:30 p.m., Alcoa Room
November 9-11	Thursday-Saturday	American Society for Int'l Law Mid-Year Meeting Location(s) TBD
November 11	Saturday	Spring Term Open Enrollment begins
November 14	Tuesday	Faculty Colloquium Speaker Prof. Katherine Macfarlane Syracuse University 12:30 p.m., Alcoa Room
November 16	Thursday	Bar Kick-Off Meeting (Mandatory for 3Ls) 1:00 p.m., Courtroom
November 20	Monday	Last Day of Classes
November 21-24	Tuesday-Friday	Thanksgiving Holiday (University Closed Thursday/Friday)
November 27-29	Monday-Wednesday	Reading Period

November 30-Dec. 8	Thursday-Friday	Fall Semester Examinations
December 7	Thursday	Faculty Meeting 12:15 p.m., Alcoa Room
December 21	Thursday	All grades due for Fall 2023 5:00 p.m.



**ACADEMIC CALENDAR  
LAW SCHOOL'S SPRING 2024 SEMESTER**

**NOTE:** Tuesdays at 12:30 p.m. will be held for virtual Faculty Enrichment, with specific programs to be announced.

January 3-6	Wednesday-Saturday	AALS Annual Meeting Washington, DC
January 3-9	Wednesday-Tuesday	Law School Intersession
January 10	Wednesday	Spring Semester classes begin <b>(Monday class schedule for Wednesday)</b>
January 11	Thursday	Faculty Meeting 12:15 p.m., Alcoa Room
January 15	Monday	Dr. Martin Luther King, Jr. Day University Closed
January 18	Thursday	“Title, Abstract, Introduction Workshop” 12:30 p.m., Alcoa Room
January 19	Friday	Final Add/Drop for the Spring Semester
February 1	Thursday	Faculty Meeting 12:15 p.m., Alcoa Room  PLISF Auction 7:00 p.m., First Floor Lobby
February 22	Thursday	Tenured Faculty Meeting (promotions) 12:15 p.m., Alcoa Room
March 4-8	Monday-Friday	Advising Week
March 7	Thursday	Faculty Meeting 12:15 p.m., Alcoa Room
March 11-15	Monday-Friday	Spring Break
March 15	Friday	Spring Holiday University Closed
March 21	Thursday	Meeting of Tenured and Appointments-Stream Full and Associate Professors (Renewal Meeting/Promotion) 12:15 p.m., Alcoa Room

March 22	Friday	Fall term enrollment appointments for vets begins
March 25	Monday	Fall term enrollment appointments for non-vets begins
March 28	Thursday	OEIE's Achieving Excellence Speaker The Hon. Cindy Chung Time/Location TBD
April 4	Thursday	Faculty Meeting 12:15 p.m., Alcoa Room
April 6	Saturday	Fall term open enrollment begins
April 11	Thursday	Soup's On 12:30 p.m., Alcoa Room
April 17	Wednesday	Last Day of Classes
April 18-23	Thursday-Tuesday	Reading Period
April 24-May 1	Wednesday-Wednesday	Spring Semester Examinations
May 2	Thursday	Faculty Meeting 12:15 p.m., Alcoa Room
May 3	Friday	Law School Graduation TIME AM, Soldiers and Sailors
May 15	Wednesday	Spring 2024 grades due for all students

## **FACULTY COMMITTEES 2023-2024**

### **BUDGET & PLANNING**

Hackney (1-year term)  
Oh (1st year of 2-year term)  
Ashley (2nd year of 2-year term)

### **STEERING**

Ashley  
Carter (chair)  
Mannix  
Pierson-Brown  
Vats

### **ADMISSIONS**

Linsenmeyer (ex officio)  
Shah  
Baylis (chair)  
Mannix

### **APPOINTMENTS: CLINICAL FACULTY—ENV. LAW**

Crossley (ex officio)  
Adawi  
Stewart (chair)  
Sundquist  
Joe Carna ([jac610@pitt.edu](mailto:jac610@pitt.edu))  
Alexandra Holland ([agh53@pitt.edu](mailto:agh53@pitt.edu))

### **APPOINTMENTS: ACADEMIC SUPPORT**

Crossley/ Dickinson (ex officio)  
Bratman (chair)  
SpearIt  
Chelsea Beaulieu ([cjb212@pitt.edu](mailto:cjb212@pitt.edu))

### **COLLOQUIUM**

Assoc. Dean of Research (ex officio, chair)  
Curran  
Hackney  
Zach Hogan ([zmh17@pitt.edu](mailto:zmh17@pitt.edu))  
John Palone ([jap290@pitt.edu](mailto:jap290@pitt.edu))

## **CURRICULUM & EDUCATIONAL POLICY**

Dickinson (ex officio)

Lipton (chair)

Lobel (Spring 2024)

Madison

Emily Maloney ([eam218@pitt.edu](mailto:eam218@pitt.edu))

Joey Scapellato ([jgs52@pitt.edu](mailto:jgs52@pitt.edu))

(include Asst. Dean Allie Linsenmeyer)

## **DIVERSITY**

Johnson (ex officio)

Linsenmeyer (ex officio)

Allen

Pierson-Brown (co-chair)

Sinsheimer (co-chair)

Oh

Rylie Eisenhardt ([rme33@pitt.edu](mailto:rme33@pitt.edu))

Izumi Presberry ([idp5@pitt.edu](mailto:idp5@pitt.edu))

## **PETITIONS & ACADEMIC STANDARDS**

Dickinson (ex officio)

Infanti (chair)

Brand

St. Val

Grace Mannix ([grm68@pitt.edu](mailto:grm68@pitt.edu))

Min Song ([mis196@pitt.edu](mailto:mis196@pitt.edu))

## **TEACHING**

St. Val (chair)

Sinsheimer

Harris (Fall)

Linarelli (Spring)

## **WRITING AWARDS**

Curran (chair)

Madison

Vats

## **FACULTY RESPONSIBILITIES**

### Adjustments to Grades in Examination Courses (Revised by the Faculty 11/09).

Adjustments to exam grades are permitted where the written course description indicates that the grade will be based on factors in addition to performance on the final exam. If the final grade is to be based on work in addition to the final examination, the faculty member must provide specific written instructions to the Registrar on how the final grade is to be computed prior to the exam grades being submitted to the Registrar. The Registrar's Office will record the exam grades and return them to the faculty member so he or she can compute the final grade.

Attendance Policy. The American Bar Association Standards for Approval of Law Schools requires the Law School to maintain a policy for mandatory class attendance in regularly scheduled classroom sessions. This sets forth the Law School's policy respecting attendance.

Students are expected and required to attend all regularly scheduled Law School classes in which they are enrolled.

Attendance means in-person presence in classes which are taught on an in-person basis or synchronous virtual presence in classes which are taught on a synchronous remote basis. In any context, attendance includes being prepared to participate constructively in the class as directed by the faculty member(s) leading the class.

Any student who fails to attend at least eighty percent of regularly scheduled classes for any course (i.e., fails to comply with "the 80% rule") shall be certified out of the course by the Office of the Dean.

The 80% rule is applied based on the number of class meetings and not the number of credit hours for a course. For example:

<b>Course Meetings (per week)</b>	<b>Allowed Absences (per term)</b>
3	7
2	5
1	2

A faculty member may impose greater class attendance requirements for a particular course, including greater requirements as to the percentage of class meetings that students must attend in order to receive academic credit for the course; greater requirements as to students' punctuality and presence; and/or greater requirements as to students' levels of preparation and participation in the class. That faculty member may specify any or all of those requirements as the basis for possible certification out of that course by the Office of the Dean.

A student who is certified out of a course will receive a "U" ("unsatisfactory") for the course.

Students are responsible for maintaining their own records of attendance and will receive no notice or warning regarding their number of absences.

If a student is certified out of a class for a violation of this policy, the Office of the Dean will send a letter to the student's Law School email account notifying the student that they have been certified out of the class. The notice will be deemed to have been received by the student upon delivery of the email.

The University of Pittsburgh [Student Code of Conduct](#) and [Guidelines on Academic Integrity](#) apply to this policy, as do the School of Law's [Standards of Academic Integrity](#).

The Office of the Dean may excuse absences, so that they do not count against the student's attendance record, in the following cases:

- (a) For reasons that the Office of Dean determines to be compelling, taking all relevant circumstances into account.
- (b) To accommodate student participation in law school related educational activity.
- (c) To comply with federal or state antidiscrimination law, other applicable law, and University of Pittsburgh policies.

By way of illustration and not limitation, examples of cases falling within the scope of categories (a) and (b) above include the following:

- (a) Medical emergencies; military service; and births and deaths in the family.
- (b) Participation in a student competition or conference organized by students.

Book Orders. The University requires that all books required for courses be ordered through the Book Center. These efforts are coordinated through Pitt Law Administrative Services (PLAS) ([PLAS@pitt.edu](mailto:PLAS@pitt.edu)). Faculty members should not order course materials directly through the Book Center.

CALI Awards. The CALI Excellence for the Future Award is a certificate presented to the student who receives the highest grade in each class. This award is given at most law schools in the United States. It is not mandatory, however, that a faculty member submit the name of a student for this award if that faculty member does not wish to participate in any given semester. Under the CALI guidelines applicable to these awards, in the event of a tie for the highest grade, the Award may be presented to the most deserving student, taking into account other factors beyond grades, such as class performance and attendance. Faculty members may ask the Registrar's Office to give them the names of the individuals tied for the highest grade in a class. CALI will accept two names for one class in the case of a tie that cannot be broken. Such letters may be given (or emailed) to Sue Leroy in the Deans' Office.

Class Scheduling. The Vice Dean prepares the class schedule, which is reviewed by the Curriculum Committee. Each faculty member will, on request, have no more than four days per week with classes scheduled. A preference for either a particular day or a particular hour free can usually be accommodated. As a general rule, preferences for particular hours or particular classrooms cannot be honored. Many important institutional goals must be accommodated in the scheduling process. For example, first-year students must have their classes fairly distributed,

i.e., no more than two back-to-back and no more than four on any day. There must be no unnecessary conflicts in upper division courses.

Course Descriptions. Faculty members must complete course descriptions for each course offered. The description must include the basis on which students will be evaluated, including notice if a take-home exam will be administered. The Registrar maintains all current course descriptions. Prior to student registration each year, faculty members will be asked to submit descriptions for new courses, and to approve or modify existing descriptions.

Course Syllabus. Faculty members are expected to prepare a course syllabus for distribution to students on the first day of class. The syllabus should include the class meeting time and place and should provide students with basic information on how to contact the faculty member. The syllabus should also describe the topics to be addressed in the course and the reading or other assignments that students will be required to complete.

The University has asked that all course syllabi include a statement of the School's policy on students with disabilities that require accommodation, and a slightly revised version of the University's language (modified to include information about the Law School's contact person, Assistant Dean of Students), appears below. The second paragraph, on anonymous grading and requests for accommodation, may or may not apply to a particular course.

### **Disabilities Requiring Accommodation**

If you have a disability for which you are or may be requesting accommodation, you should contact both the office of the Assistant Dean of Students in the Law School ( and the University Office of Disability Resources and Services (<http://www.drs.pitt.edu>), 140 William Pitt Union, (412) 648-7890/(412) 624-3346 (fax), as early as possible in the semester. DRS will verify your disability and determine reasonable accommodations for this course. The Assistant Dean of Students will oversee the implementation of accommodations.

Due to the anonymous grading policy, students should **not** discuss exam accommodations with professors. The Assistant Dean of Students and the Registrar will ensure that any testing accommodations are provided through DRS. A comprehensive description of the services of DRS can be obtained at [www.drs.pitt.edu](http://www.drs.pitt.edu).

Credit Banking System. (This policy is not intended to apply to legal writing or clinical faculty members.) If a faculty member teaches more than 12 credits in an academic year, the excess is added to the faculty member's bank. For those who teach only a portion of the year or who are on a reduced load due to a sabbatical, pretenure status, administrative duties, a leave for research, FMLA, a grant under the Law School's program for encouraging teaching innovation, taking on a course outside of the faculty member's usual teaching package as a service to the Law School, buying out a course with an outside source of funding (e.g., a grant), or similar

circumstances approved by the Dean, the 12-credit benchmark is prorated accordingly. For purposes of calculating the number of credits taught, two sections of any course taught in the same semester will be counted as follows: two three-credit courses will count as 6 credits and two four-credit courses will count as 7 credits. The number of “bankable” credits for co-taught courses will be determined by the Deans’ Office in consultation with the affected faculty member(s) on a case-by-case basis, based on the co-instructor’s level of involvement and effort in teaching the course and assessing student work; in the event that the Deans’ Office and the faculty member cannot agree on the appropriate number of bankable credits, there will be additional consultation with the Teaching Committee. Absent extraordinary circumstances, the credits in the bank can only be redeemed to “buy out” a single course in any academic year.

A request for approval to use banked credits to “buy out” a course must be submitted to the Deans’ Office in the academic year preceding the academic year of the proposed buy-out, by a date to be determined and announced by the Deans’ office. The Deans’ Office, in light of institutional needs and in consultation with the affected faculty member, shall determine which, if any, of the requesting member’s courses in the next academic year may be “bought-out.” A faculty member may, in light of the response from the Deans’ Office, choose to withdraw her or his request.

If a faculty member teaches fewer than 12 credits in an academic year, a negative credit will be placed in the bank. For those who teach only a portion of the year or who are on a reduced load due to a sabbatical, pretenure status, administrative duties, a leave for research, FMLA, a grant under the Law School’s program for encouraging teaching innovation, taking on a course outside of the faculty member’s usual teaching package as a service to the Law School, buying out a course with an outside source of funding (e.g., a grant), or similar circumstances approved by the Dean, the 12-credit benchmark is prorated accordingly. When a net of 3 negative credits accumulate, faculty members will be expected to teach an extra course. The subject and timing of the additional course shall be identified by the Deans’ Office in consultation with the faculty member and will take into account institutional needs and faculty member preference.

Credit Hour Calculation Policy. The Law School determines credit hours for coursework and other academic activity in the manner set forth herein. The determination largely depends on the classification of the academic activity in question, in the manner described below.

#### I. Standard Lecture Classes

For classes categorized by the Law School as “lecture” and requiring attendance in regularly-scheduled classroom sessions, the general expectation is that students will receive one credit for every fifty minutes of direct faculty instruction, multiplied by fifteen. Note that time spent by students taking and preparing for an examination in a course qualifies as part of the total. Thus, a four hour in class exam constitutes four hours of classroom work for a week.

For each 50 minutes of classroom work, instructors must require outside-of-class student work that approximates at least 120 minutes for each credit hour offered. Outside work may include any or all of the following: reading assignments, case briefing, written assignments, problem sets, participation in simulations and role-playing exercises, research, participation in



online discussions, court observation, attendance at conferences or competitions with the instructor or the instructor's designee, and preparation and other study activities for quizzes, midterms and final examinations.

Sources on the science of learning indicate that the number of pages an adult with a reasonable education and amount of experience will read in one hour will encompass a considerable range. That range will depend on several factors:

- textual density;
- the level of difficulty of the material (few, some, or many new concepts to absorb); and
- the degree of competency the student is expected to show (whether the students' task is to skim, to understand, or to engage fully).

These parameters vary the number of pages of assigned reading to be expected, with estimates ranging from 5 to 28 pages of casebook reading per hour. Other tasks, taken from the list of examples above, would add additional time, and should be considered when measuring the amount of time necessary per hour.

Instructors may, in their discretion, reasonably reduce the amount of regularly scheduled classroom sessions and replace them with outside-of-class student work. The most obvious way in this might be done is to require a 24 hour take home examination in lieu of an in class three hour take home examination for a three credit class. If in the estimation of the instructor, the preparation for and taking of the take home is the same as might be undertaken to prepare for and take a three hour in class examination, the instructor may substitute one for the other. In courses that do not utilize examinations, other work such as writing short papers for the class may substitute for the time spent in class, or preparing for or taking examinations. That said, in lecture courses, classroom contact hours may not be substituted with outside-of-class student work for more than 20% of regularly scheduled classes.

## II. Seminars

Seminars must satisfy a 42.5 hours per credit requirement by any reasonable combination of in-class instructional time and assigned out-of-class project time (and/or associated faculty-student contact time) adding up to the desired credit-hour total for the class over the semester (generally 1, 2 or 3 credits). Out-of-class project time in seminars must be devoted to the research and writing of papers or other written assignments. The number of credits awarded in a seminar does not have to match the hours of contact hours through weekly in class-meetings. In other words, a 3-credit seminar does not mandate a 3-hour class every week during the semester, as long as the credit burden of the writing assignment(s) is adjusted accordingly.

While the instructor has general discretion over the number of pages required for out-of-class projects done for credit in a seminar or writing course, a twenty page paper (or its equivalent in serial assignments) is generally deemed the equivalent of one credit hour, theoretically representing 42.5 hours of student work, and a 30 page paper (or its equivalent in serial assignments) is deemed the equivalent of two credit hours, theoretically representing 85

hours of student work. Instructors may impose reasonable requirements for particular seminars and writing classes above this minimum standard.

### III. Distance Courses

For classes categorized by the Law School as “distance” wherein instruction will be delivered via a video delivery method, whether synchronous or asynchronous, current pedagogical research suggests that students will learn more effectively through less direct faculty instruction than in standard lecture courses, and more time engaged in exercises and other out of class activities. Therefore, the Law School requires no minimum faculty instruction time, and leaves it to individual instructors to determine how the 42.5 hours of work per credit hour is to be balanced as between video lecture on the one hand, and out of class student work on the other, so long as students engage in a minimum of 42.5 hours of work per credit hour awarded.

### IV. Clinics and Practicums

Students seeking credit for work in a clinic or practicum must have a minimum of 42.5 hours per credit hour awarded. This includes time spent in direct faculty instruction in classroom time, out of class work in connection therewith, and field hours. The policy for the calculation of credit for classroom time and out of class work in connection therewith is the same as applies for lecture courses, described in Section I above.

As concerns field hours, students must keep and maintain a record of their out-of-class time devoted to the clinic or practicum over the course of the term in which work is undertaken. This record may include, but is not limited to, time spent in field placement, researching, drafting and filing memoranda, client letters, briefs, and motions, attending and participating in court sessions, engaging in other aspects of client representation, designing and developing systems for delivering legal information, reviewing institutions and systems for regulatory compliance, and creating and supporting law reform enterprises and campaigns. The total amount of time recorded for field hours must equal or exceed the minimum of 42.5 hours for each credit that is awarded.

Individual instructors of clinics or practicums may impose reasonable requirements for field hour credits above the 42.5 minimum hours designated herein on the basis of the instructor’s determination of what constitutes effective and competent performance as concerns such clinic or practicum. Such requirements must be included in the class syllabus, and in the course description available to students.

### V. Independent Studies

Students may receive one independent study credit for every 42.5 hours of work they put into an independent study project. A twenty page paper (or its time equivalent in other written assignments of lesser length) is generally deemed sufficient for the award of one credit theoretically representing 42.5 hours of student work, and a thirty page paper (or its time equivalent in other written assignments of lesser length) is deemed the equivalent of two credits theoretically representing 85 hours of student work. To the extent that an instructor requires a lesser page limit than those described above, the faculty member must inform the Vice Dean in writing respecting the reasons for the deviation.

## VI. Teaching and Research Assistantships

Teaching assistants (TAs) and research assistants (RAs) may receive one credit for every 42.5 hours of work they undertake in support of an instructor's class, research or clinical project, for a maximum of two academic credits per semester. Eligible work for TAs includes class attendance, review of student assignments, instruction-related contact time with class students outside of class, and contact hours with the instructor. Eligible work for RAs includes research time, time devoted to clinical work, contact hours with the instructor, and time taken in the preparation of a written research product, if any. Students seeking credit(s) for TA or RA assignments must log their hours and get the approval of their supervising instructor respecting the hours logged before receiving credit(s). Instructors may impose reasonable requirements for TA and RA credits above 42.5 hours.

## VII. Moot Courts & Law Journals

Students seeking credit for work in moot courts and law journals must maintain and report a record of their time devoted to the related activity over the course of the term in which work is undertaken. Students are to include a description of work undertaken throughout the semester. This record may include time spent with reading, researching, writing, cite-checking, attending structured group study or meeting with supervising instructors, preparing for competition (excluding travel) and in actual competition. The total amount of time recorded must meet a minimum of 42.5 hours for each credit that is awarded for a maximum of one activity credit, except for those in their third year of studies in a senior position on a journal or moot court who have recorded a minimum of 85 hours, in which case a maximum of two credits will be awarded. Students will submit their records to the relevant faculty advisor at the end of each semester for approval of such hours.

## VIII. Externships

Students seeking credit for work in an externship must keep and maintain a record of their time devoted to the externship over the course of the term in which work is undertaken. Each student must have logged a minimum of 42.5 hours for each credit hour received in each term in which such credit is sought, for a maximum of 4 credits per semester. The record may include time spent in orientation or other instruction, field placement, reflective writing assignments, research, writing, attending structured group study or meetings with supervising instructors and/or clients, client representation, writing a paper where applicable, designing and developing systems for delivering legal information, reviewing institutions and systems for regulatory compliance; and creating and supporting law reform enterprises and campaigns. Students will submit their records to the Externship Program Co-Directors, who have discretion to approve the hours and the resulting credits.

## IX. Compliance

### a. New Courses

The Curriculum Committee shall consider these policies in connection with any proposed new courses. Prior to approving any new course, the Curriculum Committee shall ensure that the requirements set forth above are met through review of the proposed syllabus and related course

information. Where relevant, the Curriculum Committee shall request further information from the instructor of the proposed course to ensure that the course complies with these policies.

b. Existing Courses

In July of each year, the Vice Dean shall review the syllabi and course descriptions of all distance courses taught at the law school in the forthcoming year to ensure that they conform to the standards set forth above. The Vice Dean shall further review at that time one third of the syllabi and course descriptions of lecture courses and practicums taught by adjunct faculty in the forthcoming year to ensure that they conform to the standards set forth above, with the aim being to review each adjunct course every three years. To the extent that the Vice Dean finds a deviation from these policies, the Vice Dean shall work with the instructor to remedy it, and, failing such amicable resolution, shall refer the matter to the Curriculum Committee with a recommendation to remove the course from the curriculum at the earliest reasonable opportunity. The decision of the Curriculum Committee in this regard shall be final and binding.

The Curriculum Committee shall review in August of each year one fifth of the syllabi and course descriptions of all lecture courses, seminars, clinics and practicums taught by full time faculty to ensure compliance with the above standards, with a goal of reviewing each such course every five years. The Curriculum Committee shall work directly with a faculty member to address any deviations from these standards.

Curriculum; Deadlines for New Course Proposals. The teaching package of each faculty member is determined in consultation with the Dean and/or Vice Dean. All proposals to establish a new course, or modify enrollment limits, credit hours, or course structure must be submitted by the faculty member in writing to the Vice Dean and the Chair of the Curriculum Committee. New course proposals must be submitted by the first Friday of the spring semester for the subsequent academic year.

No course shall be classified as meeting the experiential learning requirement unless either the course description or the course syllabus demonstrates that the course will offer students multiple opportunities for self-reflection and self-evaluation.

Between December and February of each academic year, the Curriculum Committee will submit to the full-time faculty for its approval a report containing the School's course offerings and teaching assignments for each faculty member for the coming academic year. After the report is adopted, registration for the coming year may begin, following the University's calendar for registration.

Deadlines for Student Work—Seminar and Independent Study Papers. The rules regarding deadlines for seminar and independent study papers were enacted by the faculty several years ago, at the time the Upper-Level Writing Program was established. Additional information about seminar paper and independent study paper requirements can be found on the Law School website.

1. The general deadline for Fall Semester seminar and independent study papers is 12:00 Noon on the last day of final exams.

2. Faculty members have no authority to extend the deadline for seminar and independent study papers that are NOT written in satisfaction of the Upper-Level Writing Requirement.

3. Regarding seminar papers written to satisfy the Upper-Level Writing Requirement only, the faculty member may extend the fall semester deadline to February 1.

4. Regarding independent study papers written to satisfy the Upper-Level Writing Requirement only, the faculty member may extend the deadline to March 1.

5. The rules do not provide for any extension by the faculty member of the 12:00 Noon-on-the-last-day-of-exams deadline in the spring semester.

6. Unless a faculty member permits students to drop papers off directly to the faculty member prior to the stated deadline, students who fail to submit the final draft of an independent study paper to the Registrar's Office prior to the deadline receive an "F" grade for the independent study course. Unless a faculty member permits students to drop papers off directly to the faculty member prior to the stated deadline, students who fail to submit the final draft of a seminar paper to the Registrar's Office prior to the deadline receive an "F" on the paper.

Deadlines for Other Student Work. The normal deadline for student work in all courses is 12:00 Noon on the last day of final exams. Faculty do not have authority to grant extensions to this deadline.

Email Submission of Papers. Students should be able to submit written assignments by email because of the potential convenience for both students and faculty. However, these guidelines should be followed:

1. If the number of students submitting written assignments is large (i.e., greater than 15) and/or the number of pages per paper is large (i.e., greater than 20), then physical copies of the papers should be submitted. Otherwise the burden in costs and time of printing students' electronic submissions is too high.

2. Students should always have the option of submitting physical copies of the written assignment rather than submitting via email.

3. At the time of making assignments, faculty should warn students that any problems due to their submitting electronic versions of their papers and attachments via email are the responsibility of the students to fix in time to meet any assignment deadlines.

4. Faculty should not involve the Registrar's Office or PLAS in the task of collecting or printing students' electronic versions of their papers.

End-of-Semester Student Evaluations. The University now administers all course evaluations online. The process for requesting a course to be evaluated is handled exclusively by the Law School Registrar's Office. Faculty members should *not* initiate an individual request to the University to have their course(s) evaluated.

Reports containing the results of the online course evaluation will be sent by the University's Office of Measurement and Evaluation of Teaching to each instructor by email after all grades for courses at the Law School have been submitted. A copy of these reports will also be sent to the Law School Deans' Office and will be reviewed by the Dean.

Exam Retention and Review. Pursuant to ABA policy, exam answers should be retained for one year if the exam answers has not been returned to the student. Faculty members must retain the exam answers in their individual offices.

Faculty members are encouraged to engage in reasonable post examination review with students, preferably individual review upon request. Absent good cause, students should also be permitted reasonably to review their examination papers. This does not mean that faculty members are obligated to review examinations individually with all students in every course. Faculty members may choose to use alternative means, including engaging in individual review of examinations upon a student's request, holding a general review concerning the examination open to all students, or providing an outline or exemplar of good examination answers.

Examination Administration. Examinations in the school are ordinarily administered only by the Registrar during the regularly scheduled Examination Period. Because problems occasionally arise with examinations, faculty members are asked to inform the Registrar where they may be contacted during the administration of their exams. The faculty member has no authority to alter examination dates.

Faculty members should be aware that students are given the option (with faculty permission) of using a laptop computer to complete their exams that require writing.

1) If the exam does not require writing (i.e. is all multiple choice) and is open book with no restrictions (i.e. internet access is permissible), then the use of a laptop is permissible, with the faculty member's consent.

2) Faculty should be aware that in order for any student to use his or her laptop to take exams that require writing, the student must download the exam software and complete the mandatory training prescribed by the Law School.

Segmented examinations are optional. The faculty member must advise the Registrar's Office prior to the commencement of the examination period of the decision to use a segmented exam, or any other procedure requiring extra administrative effort. This notice is necessary so that special preparations can be made to properly administer the exam.

The faculty member must advise the students and the Registrar's Office, prior to the end of the add/drop period, if a take-home examination is to be given in a particular course. The Registrar's Office is responsible for distribution and collection of the exam. The exam may be distributed no earlier than the first day of the exam period and due no later than noon on the last day of exams. Additional guidelines regarding the administration of take-home exams will be provided to faculty members who give take-home exams.

Non-faculty proctors will proctor all exams. Faculty members may participate in the proctoring of their examinations. Any faculty member who participates in the proctoring process

within the exam room must not be in the room when the bluebooks and exam questions are distributed or collected.

### Examination Preparation.

Each faculty member will be notified in a timely fashion of the deadlines for final drafts of examinations each semester. The deadline for the final draft of each exam will be at least seven business days before the exam date. The faculty member is responsible for proofreading the final draft before it is submitted. All exams should be submitted in a timely fashion to PLAS.

In preparing questions, the faculty member should be discreet in conversations with research assistants or other students so that no one receives, or appears to receive, an unfair advantage in taking the examination. As a general policy, faculty members shall not reuse in a graded exam any questions from their own or other faculty members' prior exams. A question may, however, be reused when the question was given as part of an in-class exam, all exam booklets were collected from students taking the exam and later destroyed by the Registrar's Office, and the question has not in any way been released to a current or former student. Any doubt regarding whether a question has been circulated (e.g., as a sample exam question) shall be resolved in favor of not reusing that question. Alternatively, a question may be reused as a graded item in a course if, prior to its reuse, that question has been made available to all students currently taking the course and there are sound pedagogical reasons for reusing the question in this manner.

Under no circumstances may a faculty member use a question as a graded item or on a graded exam from either (1) a commercially available textbook, hornbook, treatise, or other source or (2) an exam bank containing questions contributed by faculty members at different schools teaching in the same area.

### Academic Advising System and Faculty Mentoring.

1) The Assistant Dean of Students, in consultation with the Vice Dean and the Director of Academic Success and Bar Exam Services, shall:

- a) select and appoint an adequate number of academic advisors from among law school staff and from among law school faculty who have opted in to serve as an academic advisor;
- b) maintain the roster of academic advisors and oversee the assignment and, where needed, reassignment of students to an academic advisor; and
- c) coordinate annual training for academic advisors, as needed.

2) Every advisor will meet with each assigned advisee at least once per semester, beginning no later than the spring of the student's first year. The School will designate an advising week (or other period) that will take place once per semester prior to the registration period for the next term. Advisors and advisees will set up appointments for meetings during that week, unless advisor and advisee agree on an alternate time prior to the advisee's scheduled registration slot.

3) The advisor meetings should address the advisee's proposed curriculum for the next semester or academic year, and any matters related to the advisee's professional and personal development, including any mentorship needs. Beginning no later than fall of the advisee's third year, the meetings should also address the advisee's plan for bar preparation.

4) After completion of the discussion, the advisee will fill out a form, to be signed by the advisor and the advisee, reflecting the advisee's curricular plan during law school and their post-graduation plans in relation to the bar and employment. An advisor signature line will indicate that the advisor has consulted with the advisee about these matters. There is no requirement that the advisor and advisee necessarily agree on any particular plan. An advisee signature line will indicate that the advisee has consulted with the faculty advisor, is aware of School recommendations, and may change registration preferences or other plans without further consulting their advisor. Students will submit the completed form to the Registrar's Office via Docusign, and the Registrar's Office will monitor student compliance.

5) Submission of the completed form is a requirement for student pre-registration for the following term.

6) The Vice Dean, in consultation with the Assistant Dean of Students and the Student Bar Association, shall separately establish and administer a faculty mentoring matching system. The system will seek to identify particular needs of students seeking a mentor, and then to match each student seeking a mentor, beginning in their first year, with a faculty member who best addresses that student's need. It is possible that a student with disparate mentoring needs will have more than one mentor, to address each particular area identified by the student. The presumption shall be that every full-time member of the faculty will participate in the mentoring matching system. In instances where an individual faculty member is already serving in a de facto or informal capacity as a mentor to a substantial number of students, that faculty member may opt out of participation by notifying the Vice Dean. Faculty on sabbatical or leave will not be expected to participate in the mentoring matching system during their sabbatical or leave. Unlike with academic advisors, there will be no required schedule or frequency of meetings between students and their assigned faculty mentors.

Faculty Teaching Load. The normal teaching load for full-time faculty members is 3 courses per year. It is presumed that upper-level courses offered by tenured or tenure-stream faculty will earn at least 3 credit hours. Individual teaching assignments for an academic year are negotiated between the Dean and individual faculty members.

Part of the teaching responsibilities of each faculty member is the supervision of Independent Study projects for students who elect to satisfy the Upper-Level Writing Requirement in this manner. As a general rule, each faculty member is responsible for supervising a minimum of two projects during the academic year, upon receiving proposals from students in the areas of the faculty member's expertise. Faculty members should familiarize themselves with the deadlines for the submission of student work for Independent Study credit.

Faculty members can request a reduced teaching load on the basis that the reduction would support our institutional goal of increasing faculty production of influential scholarship of high quality. Although the Dean has discretion as to when to award reduced teaching loads, it is



anticipated that these reductions will not be granted frequently. The Dean shall inform the faculty of those receiving a reduced teaching load whenever such an award is made, and on what basis it is being awarded. No reduced teaching load will be awarded that would require a reduction in formal sabbatical awards. Non-scholarly projects, if they also make a substantial contribution to the institution, including service, may be considered in lieu of scholarly contributions as a basis for a reduced teaching load.

Grading. The faculty member's responsibility is to submit a final grade for each student.

The faculty member must retain the exam booklets and make the booklets available for student inspection. The faculty member must retain the exam booklets for at least one year after the exam date pursuant to ABA policy. (See Examination Retention and Review, infra.)

The deadlines for submission of grades each semester appear in the calendar at the beginning of this Part II of the Faculty Handbook. The deadline for graduating students each semester is critical.

Grade Changes. Once a faculty member submits final grades for a course to the Registrar, the faculty member may not submit a grade change unless a mathematical or mechanical error was made in determining the original grade.

Grading Guidelines. (Adopted by the Faculty 11/87; Revised 10/1/98, 1/14, 5/14, 4/22)

1. Limited enrollment courses are clinics, seminars, the first-year Legal Analysis and Writing course, and all courses in which the Dean has permitted an enrollment limit.
2. Large courses are all courses taught by full-time faculty members that are not limited enrollment courses and all courses taught by adjunct faculty members with an enrollment of at least 15 students.
3. Full-time faculty members teaching first-year large courses and adjunct faculty members teaching large courses are required to utilize a mean grade of 3.1 to 3.2.
4. Full-time faculty members teaching large upper-level courses are encouraged to utilize a mean grade of 3.1 to 3.2.
5. Full-time faculty members teaching limited enrollment courses and adjunct faculty members teaching courses with enrollments of 14 or fewer students are encouraged to utilize a median "B+" grade.
6. Faculty members teaching seminars and clinics may elect whether to grade the course on the current letter grade basis (in which case the B+ median guideline would apply) or on an Honors/Pass/Fail basis. For those electing the Honors/Pass/Fail option, a guideline of approximately 33% of Honors grades is recommended.
7. Full-time faculty members and adjunct faculty members teaching 1L courses and upper-level courses taught in multiple sections are encouraged to consult in order to ensure that

grades and grade distribution are reasonably uniform in courses in the same subject taught in the same semester.

Grading of MSL Students

1. MSL students are to be graded separately from JD students. For final exams, the Registrar’s Office will separate the MSL blue books and identify them as such. When grading papers, please grade MSL students separately.
2. MSL students are graded using grades of Honors, Satisfactory, and Unsatisfactory. Any exam or paper that would have earned an A+, A, or A- should be graded Honors; any that would have been graded as failing should be graded Unsatisfactory. All other grades (i.e., B+ through D) should be graded Satisfactory.
3. Whether grading exams or papers, please keep in mind the obvious: that MSL students are not JD students and, in particular, they have not taken the full range of first-year courses that JD students have taken. They are required to take only one first-semester course, Torts and Introduction to Law and Legal Reasoning (a course exclusively for MSLs). Please be sensitive to the fact that some MSL students are taking upper-level courses before they have completed any first-year.

Grading System. The following chart shows the numerical value for each letter grade, as well as the rounding conventions that will be used to compute letter grade averages. (These rounding conventions apply to the class that entered law school in 1985 and all subsequent entering classes.)

<u>Grade</u>	<u>Value</u>	<u>Rounding Convention</u>	<u>Rounding Range</u>	<u>Round Up</u>	<u>Round Down</u>
A+	4.000				
A	4.000	3.876-4.000	.125	.125	0
A-	3.750	3.501-3.875	.375	.250	.125
B+	3.250	3.126-3.500	.375	.125	.250
B	3.000	2.876-3.125	.250	.125	.125
B-	2.750	2.501-2.875	.375	.250	.125
C+	2.250	2.126-2.500	.375	.125	.250
C	2.000	1.876-2.125	.450	.325	.125
C-	1.750	1.376-1.875	.625	.250	.375
D	1.000	.751-1.375	.625	.250	.375
F	0				

- S Satisfactory completion of course requirements
- U Unsatisfactory completion of course requirements
- H Exceptional (Honors) completion of course requirements
- N Non-credit audit
- W Withdrawal
- G Course work unfinished because of extenuating personal circumstances
- I Incomplete course work due to the nature of the course, clinical work, or incomplete research work in individual guidance courses or seminars.

In order to advance into the second year a student must achieve a C (2.000) average or better. For each of the two years thereafter, the student must achieve a C (2.000) or better, for the year’s work as well as for the cumulative average.

Students must receive a minimum “B-” grade in order to satisfy the Upper Division Legal Writing Requirement.

88 semester hours credit are required for the J.D. degree.

Independent Studies. Unless excused by the Curriculum Committee, each full-time faculty member must, upon receiving requests from students, supervise a minimum of one independent study project per semester, where the project will satisfy the student’s writing requirement and is reasonably related to the faculty member’s area of expertise. Independent study projects may be for one or two credits in accordance with the Credit Hour Calculation Policy set forth in this Handbook. Work is evaluated on a satisfactory/unsatisfactory basis, unless it is used to satisfy the upper-level writing requirement, in which case the final draft must receive a minimum B- letter grade.

Legal Writing Requirement. Every upper-level student must complete a paper, ordinarily under the supervision of a full-time faculty member. Where the Vice Dean finds it appropriate, adjunct faculty members will be permitted to supervise and grade papers submitted for the Legal Writing requirement in conjunction with a seminar. The paper, which may be written during a student’s second or third year, must be of substantial length requiring the student to explore, on the basis of significant research in legal sources, the interrelationships of issues presented in a complex context. So defined, formats satisfying the writing requirement could include, *though need not be limited to*, the following:

- a. a seminar paper in the nature of a law review article;
- b. a trial or appellate brief;
- c. an internal memorandum written to a client which analyzes an issue or issues presented for decision or action;
- d. a set of legal documents or a suggested plan of action accompanied by a memorandum of law explaining and justifying the choices made in the documents or plan;
- e. an independent study for 1 or 2 credits; or
- f. an additional comment written by a third-year Senior Staff member of the Law Review or the Journal of Law and Commerce who has already written a comment, note or similar writing to satisfy the requirement for membership in and academic credit for the publication, if a faculty member has supervised the work and certifies that the paper meets the standards for satisfying the requirement. (Double credits, e.g., credit for both Law Review and an independent study may not be earned, and the student may receive no editorial assistance from other members of the Law Review or Journal until after the faculty member’s certification if this option is selected.)

Individual faculty members have discretion to permit students to satisfy the upper-level writing requirement through this expanded array of options.

Regardless of the format, the faculty member must require a minimum of two drafts of the paper. The first draft should be returned to the student with detailed editorial comments. The minimum length for the final paper is 20 pages. In order to satisfy the writing requirement,

the final draft must receive a minimum B- grade and must be of publishable quality (for papers in the nature of a law review article).

Meeting With Classes. Faculty members are expected to meet with classes at the times indicated in the Law School class schedule. The rescheduling of classes should be limited to situations involving illness, emergency, or the need to be out of town on legitimate professional business associated with legal education. Cancelled classes must be rescheduled, either in person or via a video or audio lecture delivery method (synchronous/real-time or asynchronous). The audio or video presentation together with any assigned exercises and feedback must require substantially the same amount of time from students as the class for which they are substituted. In no event shall the number of classes rescheduled via a video or audio delivery method exceed 20% of the total number of classes to be delivered in any given course. No classes may be rescheduled in the 12:30-2:00 p.m. Tuesday or 12:30-2:00 p.m. Thursday slots. Due to the potential conflict with religious observances, faculty members are strongly discouraged from rescheduling classes between 1:00 p.m. and 3:00 p.m. on Friday afternoon. Faculty members wishing to reschedule classes during this time slot should consult with their students to determine whether a conflict exists and, if so, either reschedule for a different time or make appropriate accommodations (e.g., recording the class) for the affected students. This paragraph does not apply to classes designated as distance education, or online, classes in the Law School curriculum.

In order to schedule a make-up class session, please follow the instructions in the “new Calendar Procedure” memorandum posted on the Deans’ Office page for Faculty and Staff on the Law School website (<http://www.law.pitt.edu/newsevents/scheduling>).

Office Hours. Availability to students and colleagues is an important responsibility of the law faculty member. Regular office hours should be posted and honored in order to facilitate student appointments.

Policy on Written Work for Credit. Seminar and independent study papers, as well as other written work submitted for credit, must be based upon original scholarship (research and writing) by the student submitting the written work. Accordingly, students must fully disclose to any faculty member supervising written work the extent to which all, or any portion, of written work being submitted for credit has been based upon scholarship done in another course, seminar or project for credit, either at the University of Pittsburgh or any other institution of higher learning. (This would include student notes and comments prepared for the *Law Review*, *Journal of Law and Commerce*, or the *Pittsburgh Tax Review*.) Students also are required to disclose to a supervising faculty member whether scholarship has been based in whole or in part upon scholarship performed by the student outside of the college or university setting, such as in an externship (paid or unpaid), volunteer work, or summer, part-time or full-time employment.

Posting of Grade Distributions. (Adopted by the Faculty 5/08) For all courses except for first-year Legal Analysis and Writing, clinics, seminars, and very small classes that the faculty member and Vice Dean determine are appropriate to exclude from this policy on posting, faculty members are to report on their grade reporting forms the number of students who were assigned each letter grade in a given class. The Registrar’s Office will compute the percentages and post the grade distributions for a period of 30 days after the grades are submitted to PeopleSoft.

Teaching Credit for Practicum Courses. A faculty member who develops a practicum course will receive one hour of teaching-load credit beyond the number of classroom contact hours per week if the faculty member assures the Dean that:

1. The practicum course will have an enrollment limit of not more than 20 students and not less than 12 students.
2. The placements developed for students will involve qualified field instructors who have assured the faculty member that they will work to fully achieve the educational goals and objectives of the course.
3. Students in the practicum will have the option of fulfilling the upper-level writing requirement through their practicum course experience. If a student opts to not fulfill the upper-level writing requirement in the practicum course, the student will be required to complete substantial written work assigned by the field supervisor and reviewed in detail by the faculty member.
4. The faculty member will visit each field placement at least once during each semester that the practicum course is offered.
5. The faculty member will conduct individual student conferences at meaningful points during the semester in order to teach and guide the student and in order to assess student work experiences and academic achievement. These conferences will involve at least 12 hours of direct contact with the students enrolled in the practicum course.
6. The faculty member will evaluate each of the field instructors at meaningful points in time and in a meaningful manner designed to ensure placement quality.
7. The faculty member will ensure regularized communication among the faculty member, the student and field instructor during the field placement.

A faculty member may request that the Dean grant additional teaching-load credit beyond the classroom contact hours if the particular practicum course will involve additional effort on the part of the faculty member that is equivalent to at least one contact hour. For example, if the faculty member plans to spend an additional 14 hours conducting student conferences throughout the semester, the Dean may grant an additional teaching-load credit. The grant of this additional credit is left to the discretion of the Dean.

University Guidelines on Academic Integrity. All of the faculty obligations set out in the University Guidelines are binding on Law School faculty members. Complaints that a faculty member has failed to perform these obligations will be handled according to the procedures set out in the Guidelines. Copies of the Guidelines are available online at <http://www.provost.pitt.edu/info/ai1.html>.

Withdrawals From Courses. Students may request to withdraw from a course after the Drop/Add period. The approval of the Deans' Office is required in such a case, and a "W" will normally appear on the student's transcript. No withdrawal is permitted after the last class.

## **PROFESSIONAL DEVELOPMENT OFFICE**

With your institutional knowledge, practical experience and academic expertise, Pitt Law's faculty is in a unique position to offer assistance to students in their professional and career advancement. Below are ways faculty can support the efforts of the Professional Development Office (PDO).

- **PDO Support & Promotion:** Encourage students to schedule a 1x1 counseling session with a member of the PDO team and to attend our events so that the PDO may assist them in identifying opportunities for professional and career advancement. During class, consider promoting attendance at upcoming PDO events.
- **Advising, Mentoring, and Connecting Students with Practitioners:** Assist students in building a bridge between their pre-professional and professional life by sharing insights regarding the culture and expectations of legal practice. Provide the PDO as well as students with the names of contacts, job leads, information about the nature of certain practice areas, or insight into the value of one career path over another.
- **Graduate Employment Data:** ABA protocols impose very specific and detailed data collection, verification, and document retention requirements for reported employment outcomes. If supporting documentation is deemed to be deficient, the ABA may require that a school hire, at its own expense, an independent third-party firm to independently review and confirm each graduate's reported employment data. To ensure that the Law School maintains proper supporting documentation, forward emails or other employment information received about members of the most recently graduated class to [PDO@pitt.edu](mailto:PDO@pitt.edu). If you speak with a graduate who relays his/her employment status to you orally, please contemporaneously record the information and then email it to [PDO@pitt.edu](mailto:PDO@pitt.edu). Documentation of oral communications must include the date of the communication, the parties involved and all relevant details relied upon in reporting the data to the ABA. Because these outcomes are submitted to the ABA, the National Association for Law Placement (NALP) and various law school ranking entities, faculty assistance in providing this information is critical to the mission of the PDO, admissions, and the Law School as a whole. PDO will provide guidance to the faculty regarding the information to be collected from recent graduates.
- **Alumni Relations & Outreach:** Reach out to recent graduates (and please encourage other professors to do the same) with offers of assistance, and encourage them to utilize PDO's resources. PDO continues to build a database of alumni to increase participation in OCI and networking events.
- **Jobs & Internships:** Please email [PDO@pitt.edu](mailto:PDO@pitt.edu) regarding job or internship postings of which you may learn. PDO will post them on the PittLawWorks database which is available to all students and alumni.

- **Student Workers:** If you are seeking a research assistant or looking to write an article for a newsletter or publication, contact PDO and we can post the opportunity on PittLawWorks.
- **Involve Students Outside the Classroom:** Invite students to accompany you to bar association and community engagements, networking events, and committee meetings. Consider sponsoring a student for membership in an organization in which you are active.
- **References and Letters of Recommendation:** The PDO will continue to counsel students on how to properly ask a professor to be a reference and how to request a letter of recommendation. Your insights regarding the student's intelligence, work ethic, integrity, and aptitude for the practice of law are highly regarded. Please continue to enthusiastically serve as references for students and draft letters of recommendations. In some instances where these references and letters of recommendation are requested, they can be a required and integral consideration during the selection and offer stages of employment.
- **Writing Samples:** Employers closely evaluate writing samples when making hiring decisions. The quality of writing samples plays a decisive role in a competitive market. Being available to review students' writing samples is invaluable to their job-hunting success. The PDO highly encourages students to connect with faculty regarding writing samples.
- **Funding:** The PDO offers set aside funding (limited) for eligible career and professional development student activities on a first come basis. Should a student express an interest in participating in conferences, career fairs, or networking event, you may feel free to direct them to connect with the PDO for guidance on applying. ***PLEASE NOTE:*** Due to the University protocols, no funds may be allocated for travel during any time frame where a travel ban or spending restriction has been set in place.
- **Collaborate:** The PDO staff welcomes advice and suggestions from faculty regarding our programming and services. As members of the legal profession assisting others to become members of that same community, PDO endeavors always to do what is in the best interest of our students and alumni based on information available to us and our own best judgment. We welcome your insights and involvement!

### **ALUMNI DEVELOPMENT/EXTERNAL RELATIONS**

One of the most important elements in building strong relations with alumni is leveraging the positive connections between our faculty and former students.

Many of our alumni feel a strong connection to individual faculty members and at times, more so than to the Law School or their classmates. Therefore, having faculty involved with the school's alumni activities is key to fostering an ongoing alumni commitment to the Law School.

We ask that the faculty become involved as appropriate and as time permits with:

- Benjamin Ginsberg, *Director of Development*: Manages the law school's fund-raising and philanthropy efforts along with the Philanthropic and Alumni Engagement (PAE) team in the University
- Lori McMaster, *Executive Director, External Relations*: Coordinates outreach and engagement with Pitt Law's external partners, including alumni, legal employers, legal trade associations, the judiciary, etc., while expanding employment and internship opportunities for law students and alumni

Examples of faculty engagement with alumni are, but not limited to, attending virtual and in person local alumni receptions, inviting alumni to speak to a class, sharing updates or news about former students with the offices of Development and External Relations, and being willing to have lunch or dinner with alumni when traveling at the request of the Development Office.

Faculty support of alumni activities will help foster a willingness for alumni to become involved and to provide financial support of the school. Faculty can play a vital role in the development process by identifying potential alumni donors with the Development Office, encouraging alumni to meet with Ben Ginsberg, or accompanying him during meetings with alumni.

Faculty involvement will be helpful in providing a friendly introduction, facilitating the meeting, and building a relationship with the Development Director.

In addition, the Development Office looks forward to meeting with individual faculty members regarding their interest in supporting the Law School by making an annual gift, becoming a Law Fellows member, and establishing a scholarship or other sources of current or endowed support.

## **UNIVERSITY POLICY ON FACULTY-STUDENT RELATIONSHIPS**

(Effective July 19, 1996)

The University's educational mission is promoted by professional relationships between faculty members and students. Relationships of an intimate nature compromise the integrity of a faculty-student relationship whenever the faculty member has a professional responsibility for the student. The University prohibits intimate relationships between a faculty member and a student whose academic work, teaching, or research is being supervised or evaluated by the faculty member. "Faculty member" refers to anyone appointed by the University as a teacher, researcher, or academic administrator, including graduate and undergraduate students so appointed; "intimate" is defined as **sexual** and/or **romantic**.

If an intimate relationship should exist or develop between a faculty member and a student, the University requires the faculty member to remove himself/herself from all supervisory, evaluative, and/or formal advisory roles with respect to the student. Failure to do so may subject the faculty member to disciplinary action.



For additional information, refer to University Policy CS 02, *Consensual Relationships*.

## **UNIVERSITY POLICY ON SEXUAL HARASSMENT**

**(Revised August 20, 2014)**

The University of Pittsburgh is committed to the maintenance of a community free from sexual harassment. Sexual harassment violates University policy as well as federal, state and local laws. It is neither permitted nor condoned. The coverage of this policy extends to all faculty, researchers, staff, students, vendors, contractors and visitors to the University.

It is also a violation of the University of Pittsburgh's policy against sexual harassment for any employee or student at the University of Pittsburgh to attempt in any way to retaliate against a person who makes a claim of sexual harassment or provides information in an investigation of sexual harassment.

Any individual who after a thorough investigation is found to have violated the University's policy against sexual harassment will be subject to disciplinary action, including, but not limited to, reprimand, suspension (with or without pay), termination or expulsion.

Sexual Harassment in General. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is an explicit or implicit condition of employment or of participation in a University program or activity;
2. Submission to or rejection of such conduct is used as the basis for an employment or academic decision;
3. Such conduct is severe or pervasive and objectively and subjectively has the effect of:
  - a. Unreasonably interfering with an individual's work or equal access to education; or
  - b. Creating an intimidating, hostile or offensive work or academic environment; or
4. Such conduct, if repeated, is reasonably likely to meet the standard set forth in number 3 immediately above.

While sexual harassment most often takes place where there is a power differential between the persons involved, it also may occur between persons of the same status. Sexual harassment can occur on University premises or, under limited circumstances, off campus. It can occur between members of the same gender as well as between members of different genders.

Sexual Harassment Standard When Constitutionally Protected Speech Is Implicated.

When constitutionally protected speech is implicated, this policy will be applied only to the extent consistent with the First Amendment.

In addition to meeting the standard set forth above, to rise to the level of prohibited sexual harassment when constitutionally protected speech is implicated, the law requires a tenable threat of material and substantial disruption of University operations or interference with the rights of others.

Consensual Relationships. Personal relationships must not be allowed to interfere with the academic or professional integrity of the teacher-student, staff-student, supervisor-employee or other professional relations within the University. The University's policy on Faculty-Student Relationships (Policy CS 02) prohibits intimate relationships between a faculty member and a student whose academic work, teaching or research is being supervised or evaluated by the faculty member. If an intimate relationship should exist or develop between a faculty member and a student, the University requires the faculty member to remove himself/herself from all supervisory, evaluative, and/or formal advisory roles with respect to the student. Failure to do so may subject the faculty member to disciplinary action.

Complaint Procedure. Any faculty, staff or student who believes he or she has been sexually harassed or retaliated against for complaining of sexual harassment or for providing information in an investigation or sexual harassment should contact a department chair, dean, director, supervisor, the Office of Affirmative Action, the Office of Human Resources, the Office of the Provost, or the Coordinator of the University Student Judicial System. The complaint will either be handled by the person/office receiving the complaint or referred to the Office of Affirmative Action.

**UNIVERSITY ANTI-HARASSMENT POLICY STATEMENT**

No University employee, University student, or individual on University property may harass or abuse a person (physically, verbally or electronically) when the conduct is severe or pervasive and objectively and subjectively has the effect of: (1) unreasonably interfering with such person's work or equal access to education, or (2) creating an intimidating, hostile, or offensive work or academic environment. Consistent with the University Nondiscrimination Policy and Sexual Harassment Policy, harassment on the basis of a legally protected classification, such as racial harassment or sexual harassment, is prohibited. This policy statement will be applied with due respect for the University's commitment to equality of opportunity, human dignity, diversity, and academic freedom, and, when constitutionally protected speech is implicated, only to the extent consistent with the First Amendment.

For more information, contact the Office of Diversity and Inclusion at 412-648-7860 or the Office of Human Resources at 412-624-4645 or refer to the Nondiscrimination Policy (07-01-03) (<http://cfo.pitt.edu/policies/documents/policy07-01-03web.pdf>) and the Sexual Misconduct Policy (06-05-01) (<http://cfo.pitt.edu/policies/documents/policy06-05-01web.pdf>).

## **LIBRARY SERVICES**

### **BARCO LAW LIBRARY**

With over 400,000 volumes and volume equivalents, the Barco Law Library is both a working collection and a research center for its faculty and students. The Library includes a complete collection of federal, state, and international primary and secondary sources. The treatise holdings are extensive and continue to expand, particularly in the area of e-books. Many resources are available electronically through a growing collection of digital database resources.

#### Resources

The Library's treatise collection is housed primarily on the third floor of the library. State and federal primary law and large secondary sources such as Am Jur, CJS, and ALR are interspersed at various locations throughout the three floors of the library. Please consult the Library locator guide at the Reference Desk or Pittcat ([pittcat.pitt.edu](http://pittcat.pitt.edu)) for specific locations or contact your library liaison. Pittcat, the University's online library catalog, provides author, title, subject, and keyword access as well as full bibliographic and location information for most library materials. If you have difficulty locating a book, ask a reference librarian (412-648-1325) for assistance. The library receives most of its legal periodicals in digital form through a subscription to HeinOnline but also collects some specialized journals in print. A large number of non-legal periodicals are available in full-text through digital subscriptions maintained by other campus libraries. These are best accessed through journal title searches using Pittcat. Several periodicals such as bar journals, ABA publications and legal newspapers are maintained on microfiche. The periodicals collection is indexed on LegalTrac, available through the Barco Law Library's web page ([library.law.pitt.edu](http://library.law.pitt.edu)).

Electronic databases add a wealth of legal and interdisciplinary materials to the Library. We subscribe to over thirty online services including the CCH Tax Network, U.S. Supreme Court Records and Briefs, Lexis Digital Treatises, The Making of Modern Law and Proquest Legislative Insight. Access to all of our digital resources is through the "Research" section of our website. If you have any questions about the use of these resources contact your library liaison for assistance. Several hundred non-law databases covering a wide spectrum of disciplines are also available for your use through the University Library System A-Z list. A link to this is provided on our website under the "Online Research" heading included beneath the "Research" category.

A large collection of legal materials in microform greatly enhances the research value of the Library. Noted microfiche collections include historic treatises and manuscripts, papers of past Supreme Court justices, ABA archive materials, U.S. and international treaties and federal legislative documents. Two digital microform reader-scanners are available with the collection on the fourth floor. These digital devices can scan microfilm or microfiche to an electronic file that can be downloaded to a flash drive.

Lexis, Westlaw and BloombergLaw computer-assisted legal information retrieval systems are available to all full-time faculty via personal password. Use of these resources must be directly related to the education programs and activities of the School of Law. Included

within this definition are your curriculum and teaching activities, your professional scholarship, and University activities such as committee work. Not permitted is research done pursuant to consulting, of counsel or practice oriented activities, even if volunteer or non-profit in nature. Also, your Lexis and Westlaw passwords are for your use only and should not be given out to support staff, research assistants, etc. Faculty are reminded that all books, periodicals and other print materials borrowed from the Barco Law Library should first be charged-out at the Circulation Desk. Since Library personnel may be required to retrieve materials from faculty offices, it would be most helpful if all Library books were kept together. Library materials designated “Library Use Only” should not be taken home. Law faculty members also have borrowing privileges in Hillman Library and other campus libraries with a validated Pitt ID. However, materials borrowed from other libraries will be subject to limited lending periods and overdue fines. By utilizing the “Get-It” service available through Pittcat, many books can be delivered to the Barco Law Library for your pick-up. If a book is not available through University of Pittsburgh libraries we are able to initiate an interlibrary loan request.

### Services

Due to the Covid 19 pandemic the services described in this section may change at any point throughout the 2020-2021 school year.

Reference services are provided by the entire professional staff. Reference services are available Monday through Friday from 9:00 a.m.-5:00 p.m., by telephone at 412-648-1325 and by e-mail at [barcoref@pitt.edu](mailto:barcoref@pitt.edu). Your faculty liaison may be able to help you with specific inquiries or refer you to another librarian with specialized knowledge.

Karen Shephard, our Information Services Librarian, is available to answer questions about submitting manuscripts via ExpressO and Scholastica to law reviews. Karen also manages our SSRN and Digital Commons repositories along with our University of Pittsburgh working paper series.

The reference librarians are available to work with faculty research assistants to help them refine their research strategies, teach them to use new library materials and show them how to research effectively. The librarians may accomplish these goals through individual instruction or in group research workshops. In addition, the librarians teach a variety of research classes during the school year including Foundations of Legal Research, Advanced Legal Research, and International Legal Research. Faculty may want to suggest that their research assistants take one or more of these classes.

The librarians are also available to provide general or topical legal research instruction to law school classes. Bibliographic presentations can outline the major print and electronic research tools and strategies for any course. Contact the Director of the library to arrange a research lecture.

Each year in the beginning of the fall semester the Library issues a new edition of the *Faculty Services Handbook*. This volume describes in great detail the full array of services and resources provided to faculty members.

## Facilities

The Library's Rare Book Room provides access to our extensive collection of classic legal treatises, early Pennsylvania and colonial material and British Commonwealth materials. The room is also equipped with a table and internet access. To access the rare book collection or to use the Rare Book Room, please contact one of the permanent staff members working at the Circulation Desk.

In keeping with our commitment to the development and maintenance of an effective research library, the Barco Law Library welcomes suggestions from all faculty for the improvement of its collections and services. Please contact the Director (Room 404, 648-1376, [marsil@pitt.edu](mailto:marsil@pitt.edu)) with your comments and suggestions.

### **PITT LAW ADMINISTRATIVE SERVICES**

Pitt Law Administrative Services ([plas@pitt.edu](mailto:plas@pitt.edu)) is your go to for support services previously provided by DTC and faculty secretaries. If you have a request but are unsure who to ask, please email [plas@pitt.edu](mailto:plas@pitt.edu) or contact LuAnn. Below is a brief description of the roles provided by the team members.

Karen Knochel – Building Manager ([knochel@pitt.edu](mailto:knochel@pitt.edu) Room 117 x41605)

Assists the Director of Administrative Services in managing the day-to-day facilities operations for the Law School. Provides print and mail support for faculty, staff, and students. Provides proofreading support for the various publications processed.

Amy Change – Program Assistant ([amc269@pitt.edu](mailto:amc269@pitt.edu) Room 212 x41655)

Provides administrative assistance to the Law School's administration, faculty, staff, and students. Assistance provided includes, but is not limited to, events, student competitions and externships, calendaring, and purchasing support.

Frances Newman – Program Assistant ([FRN7@pitt.edu](mailto:FRN7@pitt.edu) Room 204 x30929)

Provides administrative assistance to the Law School's administration, faculty, staff, and students. Assistance provided includes, but is not limited to, reimbursement, travel, academic programs, and technology support.

Patricia – Administrative Assistant ([pap31@pitt.edu](mailto:pap31@pitt.edu) Lobby x81490)

Provides support as the central contact person for all Law School general information. Screens all walk-ins and incoming telephone calls. Provides calendaring support for classes, exams, and make-up classes.

**Support for Outside Activities.** A faculty member who does outside work for compensation **must not** use Law School staff assistance for such work. Faculty members may arrange for work to be done by staff after regular hours and for extra compensation. This policy must be understood on a reasonable basis. Thus, if the faculty member has performed services for compensation and wishes to simply send a bill for such services, such an incidental effort on

the part of a staff member does not violate the policy. Faculty members may write books that ultimately produce royalties, and the manuscript typing will not be deemed a violation of the policy because the Law School encourages this type of scholarship. Pro bono work may also be assisted without payment to our support staff although regular faculty services must have scheduling priority.

Mail Service. All intra-University and United States mail is distributed from the central mail room. It usually arrives here by 9:00 a.m. and staff then sort and place all mail in each faculty box. Pick-up is at 1:30 p.m. and the U.S. mail is delivered to the University mail room.

Use of University mail or deposit of unstamped University envelopes in the outgoing mail for other than approved University business is prohibited. If at all possible, all outgoing mail should have a return address with a name for departmental accounting purposes.

Special Delivery Services. As a general rule, the **School does not underwrite special delivery services such as UPS or Express Mail.** (NOTE: UPS and the U.S. Postal Service Express Mail are the only services that may be used or reimbursed. Other services such as Federal Express may not be used.) Reimbursement for special delivery charges will be automatically deducted from a faculty member's professional allowance (see below). UPS Service should be used only in those infrequent circumstances when an important deadline cannot be met in some other way. All materials sent via UPS must be shipped two-day unless a deadline that could not have been met in that time-frame precludes doing so, or unless material is being shipped outside of the US or Canada. If UPS service is required for Law School work, charges incurred will be paid by the School from the faculty member's professional allowance in appropriate cases. If UPS is used for any other purpose, the School must be reimbursed. For Law School UPS Service, the materials to be sent by UPS must be delivered to Room 117 no later than 3:00 p.m.

FAX. Law school fax machines located in Room 313 and Room 514A are available for Law School business only and may not be used to transmit non-law school correspondence. Fax transmissions will be subject to the same professional allowance reimbursement policy as telephone usage, i.e., any fax transmission resulting in a non-recurring charge will be automatically deducted from a faculty member's professional allowance.

Access to and Use of Computer Services. University-owned computing equipment may be used only by faculty, staff and students for recognized instructional, research, or administrative purposes within the University. Use of computer services for any partisan political purpose or for any unlawful purpose is prohibited. Violations of this policy will result in the appropriate disciplinary action, which may include loss of computing privileges.

Reservation of All Barco Law Building Facilities. Barco Law Building facilities are available to faculty members and law student organizations for special use. Uses are restricted to those of educational and professional interest to the Law School community. Please see the "New Calendar Procedure" memorandum posted on the Deans' Office page for Faculty and Staff on the Law School website (<http://www.law.pitt.edu/newsevents/scheduling>).

Makeups and Review Sessions. Faculty members should follow the procedure described in the “New Calendar Procedure” memorandum posted on the Deans’ Office page for Faculty and Staff on the Law School website (<http://www.law.pitt.edu/newsevents/scheduling>) to request a make-up class or review session. No make-up class or review session may be scheduled for the 12:30-2:00 p.m. Tuesday or 12:30-2:00 p.m. Thursday time slots. Due to the potential conflict with religious observances, faculty members are strongly discouraged from rescheduling classes between 1:00 p.m. and 3:00 p.m. on Friday afternoon. Faculty members wishing to reschedule classes during this time slot should consult with their students to determine whether a conflict exists and, if so, either reschedule for a different time or make appropriate accommodations (e.g., recording the class) for the affected students.

Audio-Visual Support. VCR/DVD and overheads are installed in each classroom. Additional technology support for classroom, student organization or School event uses may be requested by emailing [lawit@pitt.edu](mailto:lawit@pitt.edu). You will receive a confirmation email. Requests should be made at least 3 working days in advance. Short notice requests will be fulfilled only if equipment and personnel are available to do so.

There is WiFi available throughout the entire building, and all Pitt students, staff, and faculty can access Pitt’s wireless network using their Pitt credentials. Rooms 107, 109, 111 and 113 have power available at each student seat.

Photoduplication and Printing Procedures. Faculty members have available for their use photoduplication machines on the fifth floor in Room 514B. During non-operating hours, these rooms can be opened by using the same key used to open the door to the Alcoa Room.

Materials to be printed at University Printing and Graphics should be brought to Deb Hilton on the second floor in camera-ready form. Course materials are not printed through University Printing and Graphics, but are produced by Pitt CopyCat (see Faculty Prepared Materials section above).

Office Supplies. The Law School stocks a variety of office supplies in the mailroom on the second floor (211), including file folders, pencils and paper clips. Requests for items that are not purchased by the Law School in bulk can be referred to Amy Change at x41655.

Keys. Faculty members are issued keys to the mailroom (211) and print rooms (313 and 514A), as well as their own office. **Under no circumstances are faculty members to loan their keys to students to gain access to these offices.**

Professional Allowance. The School provides an annual professional expense allowance in an amount announced by the Dean for each faculty member. The professional allowance is meant to support activities within each faculty member’s areas of responsibility, including research, teaching, and service. Examples of expenses that may be related to these areas of responsibility include, but are not limited to, research assistants; travel to conferences; reprints of articles or other published work of the faculty member; special books and periodicals related to research or teaching; software or other tools for classroom teaching; teaching supplies or materials; and dues and memberships directly related to research, teaching, or service activities.



Use of the funds must support the mission of the Law School and the work of the faculty member in the area of research, teaching, or service; these funds are not meant to cover any personal expenses. Expenses to be reimbursed must be reported in a timely manner during the fiscal year in which they were incurred, and all expenditure requests to be paid from professional allowances must be received in the Budget Office by June 1. **Unexpended balances are not carried forward to the new fiscal year.** However, for individuals who hold a named chair or professorship, the additional allocation to the professional allowance associated with the chair or professorship may be carried over to the next fiscal year. Nevertheless, the aggregate carried over amount cannot exceed \$15,000. For additional information and assistance, please see the School's Business Manager.

**Supplement to Professional Allowance:** At the discretion of the Dean, a supplemental allowance may be granted to faculty members in addition to the basic professional allowance. Like the basic professional allowance, any supplemental funding must be used in support of activities within the faculty member's areas of responsibility, as described above.

Requests for supplemental funding should not be made until the basic professional allowance has been, or imminently will be, exhausted. All requests for supplemental funding should be made in writing and must be submitted to the Associate Dean of Research and Faculty Development, who will review the request and make a recommendation to the Dean. All requests for supplemental funding should (1) describe how the faculty member has used their basic professional allowance (i.e., for what purposes and in what amounts); (2) describe the purpose for which supplemental funding is being sought; and (3) include a detailed estimate of the expenses to be covered by the supplemental funding.

Parking. The School does not control parking permits for staff and faculty. Anyone wanting to apply for a University permit should contact the Parking Office at [parking@bc.pitt.edu](mailto:parking@bc.pitt.edu). There is generally a waiting list for permits.

Bus Service. Faculty may ride Port Authority Transit (PAT) buses and light-rail vehicles throughout Allegheny County for free by showing a valid Pitt ID card.

Travel. The University's travel and business expense policy applies to all travel funded by the University for faculty, staff and students. It also applies to all funds from any source, including endowment, grant and sponsored program funds.

**All airline, hotel and car rental reservations must be made through a University certified travel agency.** Payments **will not** be made to non-certified agencies or reimbursed if employees use outside agencies. See the Policy for limited exceptions.

Ground Transportation Requirements. The use of University-owned vehicles is encouraged for all ground transportation requirements. Vehicle rental must be arranged through a certified travel agency and the Corporate Credit Card should be used. Privately owned vehicles may be used only if the total cost, including excess lodging, does not exceed the cost of air travel.

Meals. Meal reimbursement will be strictly on a per-diem basis. The daily standard meal allowance (based on Federal Travel Regulations) includes incidental expenses such as laundry



and tips and varies by the destination city. Receipts are not required or honored. The standard per-diem is the only payment to be made, even if documented costs exceed that amount.

Business Communication. All business-related postage, fax charges and telephone calls, along with one personal call of “reasonable length” per day, will be reimbursed on overnight travel.

See the Business Manager, Stephen Conwell, for detailed, specific information.

**2023-2024 CURRICULAR OVERVIEW**  
**FULL-TIME FACULTY**

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***2023-2024 Faculty Curricular Overview***

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<i>Faculty</i>	<i>Fall</i>	<i>Spring</i>
Abbott	5039 Media Law (2)	
Adawi	5398 Family Law Clinic (4)	5398 Family Law Clinic (4)
Allen	5221 Jurisprudence (3)	5609 Professional Responsibility (3) 5024 Property (4)
Ashley	5260 Intellectual Property (remote)(3)	5719 Applied Legal Data Analytics and AI (3)(w/Savelka)(remote)
Baylis	5201 Administrative Law (3) 5032 Legislation/Regulation (3)	5762 Looted Art and Cultural Objects (3)*
Belczyk		2814 US Legal System (3)
Bernstein	5386 Foundations of Legal Res (1)(remote) 5386 Foundations of Legal Res (1)(remote)	5386 Foundations of Legal Res (1)(remote)
Brake	Sabbatical requested	On leave
Brand	5043 Int'l Commercial Arbitration (3) 5165 Comp Law - US & EU (3)*	5225 Int'l Business Transactions (3) 5820 LLM Colloquium (w/Kotuby)(1)
Bratman	5720 Legal Analysis & Writing (2) 5032 Legislation/Regulation (3) 5157 Applied Improv for Lawyers (2)*	5076 Legal Analysis & Writing (2) 5216 Employment Discrimination (3)
Carter	5709 Law of Slavery Sem. (3)	5033 Civil Procedure (4) xxxx First Amendment (3)

*\*New Course/\*\*Pending*

*Monday, September 11, 2023*

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<i>Faculty</i>	<i>Fall</i>	<i>Spring</i>
Chew		5739 Conflict and Culture (Int.)(1) xxxx Gender at Work (HC)(3)
Cohen	5112 Bus. Orgs (3)(w/M. Shames)	5296 Corp. Gov. (w/Shames)(3)(distance) 5246 Securities Reg. (3)(w/Li & Shames)
Crossley	5028 Torts (4)	
Curran	5986 Int'l Arbitration Seminar (in French)(3) 5028 Torts (4)	5226 International Law (3)
Dangel	5135 Comm New Tech.(3)(w/XZ & SC) 5142 LW for the Trans Lawyer (2)(w/Walker) 5976 Ext(1);5967 Ext(2);5992 Ext(3); 5972 Ext(4)	5647 Intro to Ent. Law (2)(w/Tanzill) 5976 Ext. (1); 5967 Ext. (2) 5992 Ext. (3); 5972 Ext. (4) 5627 Wicked Prob.Innov. (w/S. Cohen)(3)
Deasy	5889 Legal Analysis & Writing II (3)	5805 Persuasive Narrative (3)(w/A. Sinsheimer) 5798 Legal Writing III (3)
Dickinson	Teaching leave	5101 Constitutional Law (4)
Donley	5032 Legislation and Regulation (3)	5464 Bioethics & Law (3)
Farah		5739 Int'l Trade Law (Intersession) (1) 5304 Commercial Trans in Goods (3) 5759 Int'l Env. Law (3)
Fisher	5138 Federal Appellate Advocacy (3)(w/Forster) 5154 Federal Habeas Corpus - History/Pr. (2)	
Fitzgerald		5364 Advanced Bankruptcy (3)

*\*New Course/\*\*Pending*  
*Monday, September 11, 2023*

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<i>Faculty</i>	<i>Fall</i>	<i>Spring</i>
Forster	5215 Applied Appellate Advocacy (1) 5138 Federal Appellate Advocacy (3)(w/Fisher)	5125 Applied Appellate Advocacy (1)
Fotuhi		5738 Thriving in Law (Inters.)(w/ASV & AS)(1)*
Gismondi	5407 Trial Advocacy (2)	
Grote		5966 Prison Law & Litigation (3)
Hackney	5371 Partnership Tax (3)	5105 Federal Income Tax (4) 5511 Tax Law & Policy Sem. (3)
Hafaitha		5739 Int'l Comm Arbitration (1)(Intersession)*
Harris	5046 Criminal Law (3) 5679 Inside-Out Prison Program (3)	Sabbatical requested
Herring	5688 Social Justice Education Project (3) 5076 Legal Analysis and Writing (2)	5678 Social Justice in Action (3) 5720 Legal Analysis and Writing (2)
Hershey		5673 HC Fraud, Abuse & Compliance (2)
Hibbitts	5189 How Lawyers Made America (3)	5860 Ancient Law Seminar (3)
Hickton/Smolar	5623 Cyber Policy, Crime & Nat'l Sec (3)	

*\*New Course/\*\*Pending  
Monday, September 11, 2023*

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<i>Faculty</i>	<i>Fall</i>	<i>Spring</i>
Infanti	5105 Federal Income Tax (4) 5425 Low-Income Tax Clinic (3)(w/Stewart)	5817 Corporate Tax (3) 5841 International Tax (3)
Kogan	5110 Estates and Trusts (3) 5336 Land Use (3)	
Kotuby	5977 Intro to American Law (3) 5653 Int'l Human Rights (3)	5681 Practice of Int'l Lit and Arbitration (3)* 5820 LLM Colloquium (w/Brand)(1)
Lebowitz	5418 Immigration Law (2)	5100 Practical Lawyering (1)(w/Andrade/Vereen)
Li	5761 Advanced Privacy Law Sem. (3)* 5158 Comparative Privacy Law (3)	5246 Securities Reg.(w/Cohen/Shames)(3)
Linarelli	5020 Contracts (4) 5272 Bankruptcy (3)	xxxx Law, Cap. & Dist. Justice (3)*
Lipton	5720 Legal Analysis & Writing (2) 5720 Legal Analysis & Writing (2) 5961 TA Training (1)	5076 Legal Analysis & Writing (2) 5076 Legal Analysis & Writing (2) 5961 TA Training (1)
Lobel	On Leave	5101 Con Law (4)
Madison	5694 Trademark Law (3) 5754 Tech, Law & Leadership (3)	5328 Copyright Law (3)
Mannix	5391 Elder Law Clinic (7)	5824 Elder Law Lab (4) 5865 Elder Law Seminar (3)
Nelson		5112 Business Orgs. (3) 5363 Corporate & White Collar Crime (3)

*\*New Course/\*\*Pending*  
*Monday, September 11, 2023*

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<i>Faculty</i>	<i>Fall</i>	<i>Spring</i>
Nixon	5340 Environmental Law (3)	5024 Property (4)
Oh	5854 Law and Economics Sem. (3)	5207 Antitrust (3) 5126 Corporate Finance (3)
Pierson-Brown	5061 Pitt Law Academy (w/Linsenmeyer)	5062 Pitt Law Academy (w/Linsenmeyer) 5033 Civil Procedure (4)
Portela-Valentin	5622 Comp. Prof. Responsibility (3)	5622 Comp. Prof. Responsibility (3)(dist)
Rivera	5155 eHealth (2) 5395 Health Law & Policy (3)	5188 Governance of HC Orgs. (2)*
Roberts		5668 Policy Coll (1); 5955 DC Ext (8-10) 5954 DC Sem (3); 5877 Policy Ext (4-8)
Shah	5020 Contracts (4) 5204 Colonialism & Int'l Law (3)*	
Sinsheimer	5720 Legal Analysis & Writing (2) 5961 TA Training (1)	5076 Legal Analysis & Wr. (2) 5738 Thriving in Law (Int.)(1)* 5961 TA Training (1) 5805 Persuasive Narrative (3)(w/K. Deasy)
Spearlt	5047 Crim. Procedure (3) 5609 Prof. Responsibility (3)(distance)	Course relief requested
St. Val	5720 Legal Analysis & Writing (2) 5720 Legal Analysis & Writing (2) 5961 TA Training (1)	5076 Legal Analysis & Writing (2) 5076 Legal Analysis & Writing (2) 5961 TA Training (1) 5738 Thriving in Law (Intersession)(1)*
Stewart	5425 Low-Income Tax Clinic (3)(w/Infanti) 5874 Securities Arbitration Clinic (w/Shaw)(4)	5425 Low-Income Tax Clinic (3)(w/Shaw) 5874 Securities Arbitration Clinic (w/Shaw)(4)

*\*New Course/\*\*Pending  
Monday, September 11, 2023*

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<i>Faculty</i>	<i>Fall</i>	<i>Spring</i>
Sundquist	5046 Criminal Law (3) 5103 Evidence (3)	Course relief requested
Tashbook		5275 Int'l & Foreign Legal Res. (1)
TBD	5020 Contracts (4)	
TBD		5110 Estates and Trusts (3)
TBD	5744 Health Law Clinic (4)	5744 Health Law Clinic (4)
Teeter	5422 Alternative Dispute Resolution (3) 5720 Legal Analysis & Writing (2)	5422 Alternative Dispute Resolution (3) 5076 Legal Analysis & Wr. (2)
Vats	5028 Torts (4)	5763 Antiracist Intell. Prop. Law (3)*
Velez Martinez	5880 Immigration Law Cl (4)	5880 Immigration Law Cl (4) 5691 Latinos/Latinas and the Law
Wang	University administrative assignment	University administrative assignment
Weisberg	5686 Legal Inst. & the Holocaust (3) 5843 Literature & Law Sem. (3)	
Wildermuth	Sabbatical	Visiting Out

*\*New Course/\*\*Pending  
Monday, September 11, 2023*

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<i>Faculty</i>	<i>Fall</i>	<i>Spring</i>
Young	5822 State Criminal Law Practicum (w/Tehovnic)(4) 5402 Criminal Procedure II (3) Externships (1-4 credits) 5616 Mock Trial Strat./Pr. (2)	5822 State Criminal Law Practicum  5103 Evidence (3) Externships (1-4 credits)

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*\*New Course/\*\*Pending  
Monday, September 11, 2023*

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**2023-2024 CURRICULAR OVERVIEW**  
**ADJUNCT FACULTY**

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***2023-2024 Adjunct Curricular Overview***

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<i>Faculty</i>	<i>Fall</i>	<i>Spring</i>
<input type="checkbox"/> Adelson		5672 Implicit Bias in Health Care (2)
<input type="checkbox"/> Akers		5169 State and Local Govt (2)*
<input type="checkbox"/> Alstadt/Fischer		5242 Patent Law Practice (2)
<input type="checkbox"/> Andrade/Vereen		5100 Practical Lawyering (w/Lebowitz)(1)
<input type="checkbox"/> Aronson		5739 Documenting War Crimes (Int.)(1)
<input type="checkbox"/> Attaran		5646 Federal Criminal Practice (2)
<input type="checkbox"/> Bissoon		5148 Laws of Intimacy (2)
<input type="checkbox"/> Black	5251 Biotechnology Law (2)(hybrid)	
<input type="checkbox"/> Bozzo	5475 Spanish for Lawyers I (2)	5476 Spanish for Lawyers II (2)
<input type="checkbox"/> Braver/Frischman	5320 Litigation Strategy and Planning (2)	
<input type="checkbox"/> Cencich	5149 Law of Armed Conflict (2)	5871 Int'l Criminal Law Seminar (3)
<input type="checkbox"/> Channel/Corbelli/Matuzs		5236 Pre-Trial Practice (2)
<input type="checkbox"/> Chapman	5198 Animal Law (2)	
<input type="checkbox"/> Clark/Elliott		5291 Transactional Practice (2)
<input type="checkbox"/> Cohen, S. (Katz)	5135 Commercializing New Tech. (3)(w/SD and XZ)	5627 Wicked Problem Innov. (w/S. Dangel)(3)

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<i>Faculty</i>	<i>Fall</i>	<i>Spring</i>
<input type="checkbox"/> Colton	5219 Family Law (3)	
<input type="checkbox"/> Comer/Madrid	5675 Domestic Arbitration (2)	
<input type="checkbox"/> Correa		5818 Benefit Corp. Law & Gov (Int.)(1)
<input type="checkbox"/> Cummings	5731 Current Issues in Health Law (1)	5731 Current Issues in Health Law (1)
<input type="checkbox"/> Damis		5877 Pub Pol Sem (3); 5955 DC Ext (8-10) 5954 DC Sem (3)(w/Roberts); 5877 Policy Ext (4-8) 5877 Public Policy Seminar (3)
<input type="checkbox"/> Dayan	5258 Capital Punishment: Theory & Practice (2)	
<input type="checkbox"/> DeLosa	5572 PA Innocence Project Practicum (3)	5572 PA Innocence Project Practicum (3) 5047 Criminal Procedure (3) 5740 PA Appellate & Post Conv. Lit. (Inters.)(1)
<input type="checkbox"/> DeMonaco	5213 Conflict of Laws (3)	
<input type="checkbox"/> Divelbiss/Kontos		5223 Advanced Trial Evidence (2)
<input type="checkbox"/> Ellel		5811 Health Care Bus. Trans. & Finance (3)
<input type="checkbox"/> Elnicki		5339 Law of Disability Discrim. (2)
<input type="checkbox"/> Faulds		5142 Legal Writing for the Trans. Lawyer (2)
<input type="checkbox"/> Frank		5643 The Press and the Law (2)
<input type="checkbox"/> Froetschel/McGinnis		5197 Advanced PA Tort Practice (2)
<input type="checkbox"/> George/Giotto	5295 Expert Witness (2)	
<input type="checkbox"/> Gordon	5683 Transactional Neg. & Drafting in Pr. (2)	

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<i>Faculty</i>	<i>Fall</i>	<i>Spring</i>
<input type="checkbox"/> Hall/Wilk		5630 Federal Civil Litigation Skills (2)
<input type="checkbox"/> Hamilton	5880 Immigration Law Clinic (4)(w/Velez)	
<input type="checkbox"/> Harkins		5407 Trial Advocacy (2)
<input type="checkbox"/> Hawkins		5265 Labor Law (2)
<input type="checkbox"/> Heryford	5212 Bus Planning, Entrepreneurship & Tech (2)	
<input type="checkbox"/> Hitter		5698 Intersection of Law & Policy (2)
<input type="checkbox"/> Holmes		5297 Worker's Compensation (2)
<input type="checkbox"/> Iole		5324 Insurance (2)
<input type="checkbox"/> Johnson	5162 Expl. Culture Identity Grp Diag. (2)*	5162 Expl. Culture Identity Grp Diag. (2)
<input type="checkbox"/> Karoll		5090 Con Law. Freedom of Religion (2)
<input type="checkbox"/> Kern/Martin	5937 PA Practice Anti-Eviction Pr. (2)	5937 PA Practice Anti-Eviction Pr. (2)
<input type="checkbox"/> Kolovos		5666 Lobbying & Advocacy (2)
<input type="checkbox"/> Lazzara	5407 Trial Advocacy (2)	
<input type="checkbox"/> Lenihan/Lynch	5684 Mediation Skills (3)	
<input type="checkbox"/> Lieber		5355 Non-Profit Tax-Exempt Orgs. (2)
<input type="checkbox"/> Linn		5984 Trade Secrets (2)

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<i>Faculty</i>	<i>Fall</i>	<i>Spring</i>
<input type="checkbox"/> Linsenmeyer	5061 Pitt Law Academy (w/Pierson-Brown) 5166 The Mindful Lawyer (3)	5062 Pitt Law Academy (w/Pierson-Brown) 5818 Mindful Living: The Healthy Lawyer (1)(Int.)
<input type="checkbox"/> Manne		5303 Comm. Paper & Banking (2)
<input type="checkbox"/> Maruca		5430 Information Privacy (2 credits)
<input type="checkbox"/> McIlvaine		5276 Patent Litigation (2)
<input type="checkbox"/> Mericli/O'Brien	5641 Section 1983 Litigation (2)	
<input type="checkbox"/> Meyer	5200 Introduction to Accounting for Lawyers (1)	
<input type="checkbox"/> Milligan	5429 Community Lawyering (2) 5417 Summer Clinic	5429 Community Lawyering (2)
<input type="checkbox"/> Paschall	5259 Estate & Gift Tax (3)	
<input type="checkbox"/> Price	5360 Secured Transactions (3)	
<input type="checkbox"/> Pritchard		5695 Trademark Law Practice (2)
<input type="checkbox"/> Rozel/Ward		5747 Law of Mental Health Sem. (3)
<input type="checkbox"/> Ruggio	5690 Blockchain for Lawyers (2)	
<input type="checkbox"/> Sampson	5689 Cannabis & the Law (2)	
<input type="checkbox"/> Savelka		5719 Applied Legal Analytics & AI (w/Ashley)(3)
<input type="checkbox"/> Schaffer		5680 Int'l Insolvency (3)
<input type="checkbox"/> Seel		5414 Estate Planning (2)

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<i>Faculty</i>	<i>Fall</i>	<i>Spring</i>
<input type="checkbox"/> Shames	5112 Bus. Orgs. (3)(w/C. Cohen)	5296 Corp. Gov. (2)(w/C. Cohen & Li)(distance) 5246 Sec. Reg. (w/Cohen/Li)(2)
<input type="checkbox"/> Shaw	5425 Low-Income Tax Clinic (3)(w/Stewart) 5874 Securities Arbitration Clinic (w/Stewart)	5425 Low-Income Tax Clinic (3)(w/Stewart) 5874 Securities Arbitration Clinic (w/Stewart)
<input type="checkbox"/> Smokelin		5082 Climate Change and the Law (2)
<input type="checkbox"/> Smolar	5623 Cyber Policy, Crime & Nat'l Sec (3)(w/DH)	
<input type="checkbox"/> Smorey-Giger		5677 Corporate In-House Counsel (3)
<input type="checkbox"/> Smyth	5674 The State Attorneys General (2)	
<input type="checkbox"/> Starz		5647 Intro to Ent. Law (2)(w/Dangel/Tanzilli)
<input type="checkbox"/> Strobe		5676 Personal Finance & Business Fndns (2)
<input type="checkbox"/> Tanzilli/Dangel		5647 Intro to Entertainment Law (2)
<input type="checkbox"/> TBD		5631 Law & Entrepreneurship (3)
<input type="checkbox"/> TBD		5240 PA Practice (3)
<input type="checkbox"/> TBD		5079 Law of Amateur Sports (2)
<input type="checkbox"/> TBD	5616 Mock Trial Strategy & Practice (2) 5616 Mock Trial Strategy & Practice (2)	5487 Advanced Trial Advocacy (1)
<input type="checkbox"/> TBD		xxxx Con Law (undergrad)
<input type="checkbox"/> Tehovnik	5822 State Crim. Defense Pr. (w/Young)(4)	5822 State Crim. Defense Pr. (w/Young)(4)
<input type="checkbox"/> Thieman		5161 Start-Up Law and Venture Capital (2)

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<i>Faculty</i>	<i>Fall</i>	<i>Spring</i>
<input type="checkbox"/> Thomas		5290 Employment Law (3)
<input type="checkbox"/> Thorpe	5413 Mergers and Acquisitions (3)	
<input type="checkbox"/> Turner	xxxx Improving Your Bar-Taking Skills (2)*	
<input type="checkbox"/> Vallano		5468 Psychology & Law (3)
<input type="checkbox"/> Vanneman/Wissinger		5433 Occupational Health & Safety (2)
<input type="checkbox"/> Walayat		5159 State Constitutional Law (2)
<input type="checkbox"/> Walker	5142 Legal Wr for the Trans. Lawyer (w/SD)(2)	
<input type="checkbox"/> Watt-Morse		5481 IP Licensing (2)
<input type="checkbox"/> Weiner		5273 State and Local Tax (2)
<input type="checkbox"/> Weinstein		5738 Tax Practice & Procedure (Inters.)(1)
<input type="checkbox"/> Wible		5990 Writing for Results (2) 5990 Writing for Results (2) 5801 Raising the Bar (2)
<input type="checkbox"/> Wysor	LW Center Director	LW Center Director
<input type="checkbox"/> Zhang	5135 Comm. New Technologies (w/SC & SD)(3)	

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