

JOB DESCRIPTION

Position Title	Department	Reports to
Adjunct Professor	Faculty	Dean
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	Fall Semester 2021

POSITION SUMMARY

One adjunct professor position for the Civil Procedure course is available at Lincoln Law School of Sacramento. Civil Procedure is taught in two 16-week terms, totaling six units beginning in the fall semester (mid-August) and concluding in the Spring semester (early May). The class is offered 6:30 p.m. to 9:15 p.m. on Monday evenings on site at school facilities. The Civil Procedure professor also is responsible for teaching a portion of the Applied Legal Reasoning course (which includes a review civil procedure content) for four weeks on Wednesday nights in the Spring semester (approximately April - early May).

Course Description – Civil Procedure: This course involves the understanding of the fundamental principles of civil procedure in state and federal court. In addition, students are expected to understand how these principles apply in a variety of real-world settings. The course focuses on territorial jurisdiction, subjectmatter jurisdiction, venue, choice of law, pleading, discovery, law and motion practice, right to a jury trial, jury selection, preclusion doctrines and right to appeal.

Course Description – Applied Legal Reasoning: A review of courses studied in the first and second years of law school designed to assist fourth-year students in their preparation for the bar examination. Class sessions include lecture, essay writing, and multiple-choice testing

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties include, but are not limited to the following:

- Provide high level instruction to second-year law students on fundamental principles of Civil Procedure in State and Federal Courts including both lecture and practice exercises
- Coordinate course materials
- Address student concerns and questions relating to civil procedure or class material
- Comply with all relevant California Accredited Law School Rules and Guidelines and WASC requirements
- Other similar tasks deemed beneficial to students and the school as required

PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Experience in civil litigation/civil procedure
- Active membership in a state bar (California preferred) or active/retired member of the judiciary.

- Interpersonal and communication skills allowing for productive rapport with faculty, staff, students and other stakeholders
- Teaching experience at the college/law school level or continuing education of the bar is preferred but not required

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**Please submit a cover letter and resume to
HR@lincolnlaw.edu.**