

## 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	Spring Semester 2022

### POSITION SUMMARY

One adjunct professor position for the Introduction to Legal Studies course is available at Lincoln Law School of Sacramento. Introduction to Legal Studies is a first-year elective course, and is the first course many new law students take in the program. Introduction to Legal Studies is offered in the spring semester beginning in early February through mid-April (10 weeks), totaling two units. **The class is scheduled (pending approval) to be offered in the hybrid modality, 75% online and 25% onsite.** On-site sessions will occur the first and last weeks of class and will be held at the School on a Saturday. Online sessions will require significant and meaningful professor-student interactions through written communication via discussions, assignments, examinations, etc. The professor will work closely with the Dean and Director of Institutional Effectiveness, Assessment, and Curriculum to develop a robust hybrid course aligning with the schools' standards. The professor will be compensated for the course curriculum development.

Course Description – Introduction to Legal Studies: An introduction to the American legal system, including the history and working structure of government and the decision-making process of the courts. Focus is on the process of legal analysis and the case-method approach to the study of law.

***The Schools J.D. hybrid modality has received approval from The Committee of Bar Examiners of the State Bar of California, and is pending approval from WASC Senior Colleges and University Commission (WSCUC). This course offering is contingent upon WSCUC approval.***

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Provide high level instruction to incoming first-year law students on the introduction to the American legal system from the approved curriculum in accordance with the assigned course schedule.
- Actively participate in meetings and activities scheduled by the Dean and/or Director of Institutional Effectiveness, Assessment, and Curriculum to prepare the course content and objectives
- Participate in and lead asynchronous discussions and didactic sessions
- Motivate students to actively participate in all aspects of the educational process, including but not limited to threaded class discussions, assignments, research, etc.
- Maintain and evaluate records of student's academic performance within the grading systems of the Learning Management System (LMS) and the school

- Maintain all administrative/academic components of the course section, including grading of assignments, exams and activities
- Maintain communication, with the Dean and/or Director of Institutional Effectiveness, Assessment, and Curriculum on a regular basis regarding course and student-related performance, problems and concerns
- Respond in a clear and well-expressed manner to student questions within one to two business days
- Host office hours and/or individual student meetings by phone, video conference, and/or in-person
- Partner with faculty teaching the course in the on-site modality on curriculum and exams
- Comply with all relevant California Accredited Law School Rules and Guidelines and WSCUC requirements
- Other similar tasks deemed beneficial to students and the school as required

### **PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Experience in the American jurisprudence including working knowledge of government structure and the decision-making process of the courts
- Interpersonal and communication skills allowing for productive rapport with faculty, staff, students and other stakeholders
- Teaching experience at the college/law school level (online or hybrid preferred) or continuing education of the Bar is preferred but not required

### **REQUIRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES) & TECHNOLOGY REQUIREMENTS**

- Active membership in a state bar (California preferred) or active/retired member of the judiciary.
- Intermediate or advanced level computer skills with the ability to learn new software and programs quickly.

Adjunct Faculty are required to provide their own hardware (PC or Mac Computer), software, and internet access to facilitate the online courses at Lincoln Law School of Sacramento. Lincoln Law School of Sacramento is not responsible for the purchase, upgrade, or maintenance of online professor's telephone, computer and Internet service. Required software for courses will be provided at no additional cost to the professor. The following are the recommended specifications:

- High-speed internet connection (8Mbps download & 3Mbps upload minimum speeds)
- Full-powered laptop or desktop computer that is less than 3 years old (not a netbook or tablet)
- Up-to-date operating system (old operating systems such as Windows XP/Vista or Mac OS X 10.6 and 10.7 are NOT supported)
- Webcam (laptops with integrated webcams usually work very well)

### ***Proprietary Issues***

- The online courses and materials relating hereto, in whatever form, offered by Lincoln Law School of Sacramento are and shall remain the sole and exclusive property of Lincoln Law School of Sacramento. All models, curricula, programs, materials and systems designed or developed by faculty engaged by Lincoln Law School of Sacramento in connection with the teaching such courses shall be and remain the sole and exclusive property of Lincoln Law School of Sacramento.

### **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](mailto:HR@lincolnlaw.edu).**