

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 2023

POSITION SUMMARY

One adjunct professor position for the Legal Research and Writing course is available at Lincoln Law School of Sacramento. Legal Research and Writing is offered in the spring semester beginning in mid-February through mid-May, totaling two units. **The class is scheduled to be offered in the on-site pathway, meeting at the School on Tuesday nights from 6:30 p.m.- 9:15 p.m.**

Course Description – Students develop the ability to locate, read, understand, analyze and communicate legal authority persuasively. The class will provide instruction on the purposes and process of legal research, using both traditional and book methods and Internet-based services. The student will engage in research exercises based on the facts and legal issues of hypothetical clients. The result of the student’s research will be used for practical application of actual legal authority to the client’s case. Written work product, such as legal memoranda, briefs, and pleadings, will be prepared using the student’s research and analysis. The final project will entail the preparation of a bench memo based on a hypothetical criminal appeal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Provide instruction to second-year law students on legal research and writing from the approved curriculum in accordance with the assigned course schedule
- Participate in and lead synchronous discussions and didactic sessions
- Motivate students to actively participate in all aspects of the educational process
- 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 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 hybrid pathway 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 legal research and writing legal memoranda, briefs, and pleadings

- Teaching experience at the college/law school level 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.

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.