Thank you for your willingness to serve as an adjunct faculty member at the Cumberland School of Law. Our location in Birmingham benefits us in many ways; one very important benefit is access to a talented, energetic and capable bar, which means that our course offerings can be enhanced by adjunct faculty members teaching within their specialties.

We hope this manual is helpful to you as you prepare for and teach your course. Section II lists key people in various law school administrative areas who can be helpful to you with many of the questions you are likely to have. Of course, you are always welcome to call the associate dean or the dean with any question, concern, or suggestion.

Besides providing useful information regarding the administration of the law school, this manual addresses some basic matters designed to assist you as a teacher. Obviously, this manual cannot address all the questions that might arise during a semester. Indeed, to make this manual as useful as possible, a conscious decision was made to make it as short as possible.

Again, many thanks for your important contributions to our program.
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I. General Matters

A. Mission Statement of Samford University
   The mission of Samford University is to nurture persons in their development of intellect, creativity, faith and personhood. As a Christian university, the community fosters academic, career and ethical competency while encouraging social and civic responsibility, and service to others.

B. Mission Statement of the Cumberland School of Law
   The mission of the Cumberland School of Law is to educate a diverse community of students with knowledge and practical skills, equipping them to become highly competent, ethical lawyers committed to professionalism and public service.

C. Ethical and Professional Issues
   One critical but seldom-discussed function of law school is the socialization of new lawyers into the profession. Our students are watching us carefully, and it is trite but true that actions often speak louder than words. Everything we say and do as we deal with our students should reflect our commitment to the highest principles of our profession.

   All the materials in this manual, and particularly those on course development, classroom management, examinations and grading policies, have potential overtones of ethics and professionalism. Special situations that can be particularly troubling include: 1) disclosure of client-related material in class, particularly when students in the class may be associated with another law firm; and 2) disparate treatment (whether real or imagined) of students recruited or employed by your law firm.

   Adjunct faculty also should be sensitive to issues of race, ethnicity, gender, disability, socioeconomic status and sexual orientation. Faculty should avoid jokes and comments that reflect stereotypes of, or disrespect for, any subgroup. All faculty members should show respect and create a welcoming environment for all subgroups within the student body in informal conversations, in classroom discourse, and in the formulation of hypothetical questions and examinations.

D. Samford University’s Nondiscrimination and Harassment Policies
   Policies adopted by Samford University forbidding discrimination and harassment and the procedures for implementing those policies can be found in policies 1.08 and 1.19 in the Samford University Policy Manual (http://www.samford.edu/humanresources/employees.aspx?id=45097163128) and section A6.7.6 of the Samford University Faculty Handbook (http://www.samford.edu/provost/faculty-handbook.aspx).
II. Key People and Offices

Adjunct faculty are always welcome to call the dean or associate dean of the law school with any question or concern. The following key personnel are well qualified to address questions and concerns related to their areas of responsibility (Please note that the suffix for e-mail addresses listed in parentheses below is @samford.edu):

A. Law Student Records (fax: 726-2673)
   1. Ms. Pattie Harris, Director (pcharris) 726-2044
   2. Laura Patterson, Secretary (lpatter2) 726-2701

B. Dean’s Office (fax: 726-4107 or 726-4051)
   1. Ms. Kathy Walton, Administrative Assistant to the Dean (kwalton) 726-2704
   2. Ms. Laurie Zimmer, Secretary to Associate Dean (lzimmer) 726-2411

C. Student Services (fax: 726-4051)
   1. Ms. Pam Nelson, Director (pjnelson) 726-2222
   2. Ms. Laurie Zimmer, Secretary (lzimmer) 726-2411

D. Admission (fax: 726-2057)
   1. Mr. Ken England, Interim Director of Law Admission (kwenglan) 726-2887
   2. Ms. Jen Hartzog, Strategic Recruitment Specialist (jhartzog) 726-2936
   3. Ms. Polly Allen, Admissions Counselor (pallen) 726-2897

E. Alumni (fax: 726-2057)
   1. Anne Marovich, Director 726-2443

F. Career Development (fax: 726-4058)
   1. Mr. Jeffrey Price, Director (jbprice) 726-2798
   2. Emily Ferris, Associate Director (eferris) 726-2676

G. Technology
   1. Mr. Ed Martin, Director of Law School Technology (ecmartin) 726-2416
   2. Mr. Jeff Whitcomb, Technology Services Manager (jmwitcho) 726-4662
   3. Ms. Grace Simms, Computer Services Librarian (glsimms) 726-2687
   4. Personal Technology Group Help Desk 726-2662

H. General University Numbers
   1. Public Safety 726-2020
   2. Samford Switchboard 726-2011
   3. The Hub (24/7 Information) 726-2407
   4. Samford Bookstore 726-2834
   5. Samford Bookstore (office supplies) 726-2532
III. General Operating Procedures

A. Faculty Responsibilities

All faculty members are expected to:
1. Meet all assigned classes.
2. Follow the procedures in this packet of information.
3. Use sound teaching practices and current materials.
4. Be available to students for at least one hour a week outside of class time.
5. Grade tests promptly and provide appropriate feedback to students.
6. Act professionally and fairly toward all students.
7. Meet all deadlines for transmitting grades to Law Student Records.

New faculty members are expected to:
1. Fill out the “Employment Eligibility Verification [I-9] Form” and “Employee’s Withholding Allowance Certificate [W-4] Form.” These forms may be signed in the Office of Human Resources, 302 Samford Hall. New employees need two forms of official identification, such as a valid passport, a driver’s license, an official birth certificate or an original Social Security Card. This needs to be done only once; federal law requires that some of the required forms be signed on or before the date of hire. The school cannot issue a paycheck until the paperwork has been executed properly.

2. Provide an official transcript of all college work. The Southern Association of Colleges and Schools, which accredits Samford University, requires the school to have an official transcript on file for every person who teaches at this institution. An official transcript (i.e., one containing the official seal, not a copy), must be provided to the assistant provost within the first semester of employment; otherwise, a second Letter of Agreement will not be issued.

B. Faculty and Staff Office Hours and Availability to Students

Normal office hours in the law school are 8 a.m. to 4:30 p.m. Monday through Friday. Flex time is available to staff in the summer, although offices should still be staffed during regular business hours.

Full-time faculty members typically schedule office hours each week to make themselves available to students for questions, discussion, etc. Adjunct faculty are expected to establish a mechanism for students to contact them outside class as well. Specified office hours can be one approach. However, the demands of practice may make it impractical to set aside specified times each week to meet with students. Accordingly, you might want to consider alternatives, such as making your phone number and/or your e-mail address available to your students and suggesting times to them when you are likely to be available. Students appreciate the willingness of faculty members to address their concerns outside the scheduled class time.

C. Building Hours, Access and Security

The law school building is generally open 24 hours a day, seven days a week, except during certain holiday periods. When classes are in session, the law library is generally open from 7:30 a.m. to midnight, Monday through Thursday; 7:30 a.m. to 10 p.m., Friday; 9 a.m. to 10 p.m., Saturday; and 1 p.m. to midnight, Sunday.

Access to the law library is limited to university faculty, students and staff with a current Samford identification card, Cumberland alumni, attorneys and members of their support staff, and others who have a legitimate academic purpose for using the legal collection. To enter the law library, you must show your Samford identification card to circulation desk personnel.
III. General Operating Procedures

We are very fortunate to enjoy a generally safe and secure environment on the Samford campus, but that does not eliminate individuals’ responsibility to remain alert to their own safety. If you would like an escort to your car in the evening or have any other concerns related to security, please contact Public Safety at 726-2020.

D. Parking
Please go to the Office of Public Safety in the University Center Annex to register your car and get a parking permit before your first day of classes. With the exception of handicapped parking spaces, this permit allows you to utilize any of the parking spaces available.

E. Mail
Adjunct mailboxes are located in room 229 in the workroom adjacent to the Great Room. General memos and correspondence will be placed in this area. Adjuncts are encouraged to check their mail when they are on campus. Only by arrangement with the adjunct secretary will this mail be forwarded to the adjunct’s business address. Student mailboxes are located in the student lounge. You may leave materials for students in that area.

F. Access to School Amenities, Athletic Complex and Food Services
You may obtain a Samford identification card at the Office of Public Safety in the University Center Annex. The card provides you access to the library, a discount at the bookstore, and free admission to athletic events and plays. Please contact the ticket office for information concerning how to get tickets to events.

Food is available in the food court on the first floor of the University Center and in the cafeteria on the second floor. During fall and spring semesters, the food court is open from 7 a.m. to midnight, Monday through Thursday, and 7 a.m. to 4 p.m., Friday, and 10 a.m. to 3 p.m., Saturday. The cafeteria is open on a cash basis for breakfast, lunch and dinner. Evening hours for the cafeteria are 5 p.m. to 7 p.m., Sunday through Thursday, and 5 p.m. to 6 p.m., Friday and Saturday.

G. Emergency Closing Procedures
Inclement weather or other events that might cause risk or danger to students, faculty, and staff may occasionally result in changes to normal University operations, including cancelation of classes or events. Decisions regarding closings are made by Samford University’s central administration. Announcements of closings are made via local television and radio stations, and are posted on Samford’s website: www.samford.edu

In addition, you can call 726-4636 (SAM-INFO) for announcements and updates. If you would like to be notified by e-mail and text message you may sign up for Samford’s “Rave” alert system. RAVE is Samford's emergency notification system. Any campus closing related to weather or safety situations are communicated via email and text message. To sign up for RAVE alerts, please visit this link: http://www.getrave.com/login/samford.
IV. Course Development and Class Schedules

A. Class Scheduling
The class schedule for each year is prepared by the associate dean of the law school. Every reasonable attempt is made to accommodate faculty needs and preferences in scheduling courses.

If you have particular concerns about the scheduling of your course, please discuss them with the associate dean.

B. Make-Up Classes and Class Cancelation Policy
Accreditation standards promulgated by the American Bar Association specify the minimum amount of time students must spend in class per credit hour. The schedule is designed with this requirement in mind, and canceled classes that are not made up could result in our violating the ABA’s accreditation standards.

Please avoid canceling a class unless it is absolutely necessary. If exceptional circumstances require that you cancel a class, please inform your Cumberland secretary and the associate dean’s office (726-2411) of the date and time to be canceled, as well as the date and time for the scheduled make-up class. Your Cumberland secretary will help you with room assignments for make-up classes.

C. Casebook Availability and Selection Suggestions
Casebook publishers are generally eager to send you complimentary examination copies for a course you teach. Your Cumberland secretary can assist you in contacting publishers. When you have adopted a book, the publisher will generally send you upon request a duplicate copy of that book so that you can keep one in your office and one at home.

You will probably find it useful to be on the publishers’ mailing lists, identified with the courses you teach, so that they send you new examination copies when new offerings or new editions of existing books come out.

The publishers usually mail examination copies to your office address. If you request an examination copy, please let the publisher know that you are an adjunct professor. Otherwise, the publisher will bill the law school for the book.

Full-time faculty can also be helpful sources of information and guidance as you consider alternative books for your course.

D. Book Orders
Orders for textbook and required supplemental materials must be submitted to the Samford University Bookstore in order to comply with new federal regulations requiring that book requirements and prices be posted for students prior to registering for a course. The textbook order form can be found at [http://www4.samford.edu/groups/faculty/textbook/textbook.htm](http://www4.samford.edu/groups/faculty/textbook/textbook.htm) and must be completed in its entirety and submitted by September 15 for January and Spring terms and March 1 for Summer and Fall terms.
V. Classroom Management

A. Preparation and Distribution of Course Materials and Syllabi

A course syllabus should be prepared and given to students on the first day of class. It is important that students know what will be required in terms of class attendance, preparation and participation, and also how their grade will be determined. Students expect professors to abide by policies set forth in the syllabus.

While there is no single format for a syllabus, the following items must be included:

1) Course name and number;
2) Professor’s name and contact information (address, office hours, phone number, e-mail address, and the best way for student’s to contact you);
3) Required textbooks and materials;
4) Course description;
5) Course objectives and your expected learning outcomes;
6) Basis for grades (i.e., whether the grade will be based on a final exam and/or paper, other assignments, class participation, etc.) and how much weight each item will carry in determining the final grade;
7) Policy on class attendance, preparation and participation and whether these matters will affect a student’s grade (If your attendance policy is more stringent than Cumberland’s 20% policy (see H. below) you must explicitly set this out in the syllabus;
8) Assignments or expected course coverage; and
9) Statement on accommodations (see paragraph below).

Syllabi also should contain the following language regarding accommodations for disabled students:

“Samford University complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request through Samford University’s Director of Disability Resources, Anne Sherman. Disability Resources is located on the Samford University campus in Birmingham, AL, home of the Cumberland School of Law. The Director of Disability Resources may be reached by calling 205-726-4078/2980, or by email at arsherma@samford.edu. A faculty member will grant reasonable accommodations only upon notification from Disability Resources, or Pam Nelson, Director of Student Services and ADA Compliance for the Cumberland School of Law.

In order to provide exam accommodation, the Cumberland School of Law must receive a letter from Disability Resources no later than thirty days prior to the end of classes. Because the process of evaluating and documenting a student’s need for accommodations can be time consuming, students are encouraged to contact Disability Resources early in the semester in order to ensure the completion of all necessary paperwork by the deadline. Accommodations received after the deadline will be processed for the following semester.”

Samford’s procedures for providing accommodations are discussed further in Section F.

B. Privacy Issues

If you post grades you must not reveal protected information about an individual. FERPA prohibits disclosure of a student’s records to a second party. Do not use student names on such a listing of grades to be posted. Generate random numbers of the students, and provide students with their own numbers. Be sure to keep a key to the numbers! Be especially careful about giving out grade information to anyone other than the student involved. If there are any doubts about the legal requirements of any situation, please consult with the associate dean.
V. Classroom Management

C. Class Assignment Notices
   A class assignment board is located on the first floor near room 120. Your Cumberland secretary can post hard copies of assignments for you. Online posting of first-day assignments is available and encouraged. Postings may be sent via e-mail to Jeff Whitcomb (jmwhitco) and should include the course and professor’s name.

D. Course Handouts and Photocopying
   Photocopying machines are available in the workroom in Suite 229 and in various offices throughout the law school. Some machines are password protected. Professors may request current passwords from Jeff Whitcomb via e-mail (jmwhitco@samford.edu). Copying of tests and other large quantities of printing should be turned in to your designated Cumberland secretary with as much lead time as possible to ensure that you get your materials when you need them. Be sure to obtain copyright permission before submitting items to be copied.

E. Seating Charts
   Most faculty members find a seating chart useful to facilitate learning students’ names. Your Cumberland secretary can get a blank classroom form.

F. Accommodations for Disabled Students
   Samford is required by law to provide reasonable accommodations to students with disabilities in accordance with the ADA and Section 504 of the National Rehabilitation Act of 1973. The types of disabilities covered include (but are not limited to) low vision, hearing loss, learning disabilities, impaired mobility, health conditions and attention deficit disorder. To meet the needs of disabled students, Samford provides an adviser for students with disabilities within the Department of Disability Resources. The adviser serves as a liaison for students with disabilities in academic and campus life activities, and provides information, guidance and support services.

   Every student with a disability requesting accommodations must forward recent documentation of the disability from an appropriate professional to counseling services. This documentation must provide very specific criteria that correspond with federal guidelines and Samford University policies and/or the Association for Higher Education and Disabilities and/or Educational Testing Service guidelines on documentation of disabilities. After receiving the documentation, the adviser meets individually with each student and determines what types of reasonable accommodations are needed to facilitate the student’s access. Typical accommodations might include: extended time on tests and assignments, permission to tape lectures, note-taking assistance and other accommodations designed to meet each student’s learning needs.

   Once the accommodations have been determined, Disability Resources notifies Pam Nelson, the director of ADA compliance. After the deadline for students to drop or add a course, she sends a memorandum to each professor who has one or more students with disabilities. The memorandum indicates all the accommodations available for the student. The student should initiate a meeting with the professor to work out which accommodations are necessary for that particular course and how best to implement the accommodations. Pam Nelson will make necessary arrangements for end of semester exams.

   Any questions related to accommodating disabled students should be directed to Pam Nelson at 726-2222, or Anne Sherman, adviser for students with disabilities, at 726-4078.

G. Emergency Procedures
   In a life-or-death emergency, first call 911. Public Safety personnel are on duty 24 hours a day, and can be reached by dialing 726-2020. If you cannot remember this number, dial “0” for an operator and ask for help. Public Safety personnel can unlock room doors upon request, but please exercise restraint in asking for their services so they can be available for true emergencies. (See page 2 for a list of useful phone numbers.)
V. Classroom Management

H. Attendance and Absence Policies
The ABA mandates regular and punctual class attendance. To that end, Cumberland has adopted a school-wide attendance policy. With proper notice to their students, faculty may impose more stringent attendance policies in their individual classes, but they may not adopt less stringent policies.

Under the school-wide policy, the associate dean will post the maximum number of absences permitted in every course each semester. That number is 20 percent of the scheduled class meetings for the course. Faculty must record student attendance in each course and report absences to the associate dean’s office on a monthly basis. Although faculty may use any reasonable procedure for taking attendance, most do so by having students sign an attendance sheet. Any student whose absences exceed the maximum allowed in a course receives a mandatory grade reduction to the next lower grade increment (i.e., a “B” would become a “B-” and a “B-” would become a “C+”). Additional absences may result in further grade reductions at the discretion of the faculty member after consultation with the associate dean. For purposes of this policy, all absences are considered unexcused.

I. Requirements for Class Time and Breaks
Regularly scheduled classes are generally scheduled for 50- or 75-minute periods to comply with ABA guidelines. Professors should be careful not to exceed the scheduled times to avoid conflicts in students’ schedules. Breaks may be scheduled for courses of an extended nature at the discretion of the professor.

J. Restrictions on Eating and Tobacco Use
Eating is prohibited in classrooms and the law library. Smoking and tobacco use of any kind is prohibited in all campus buildings.

K. Guest Lecturers
An occasional guest lecturer can sometimes enliven your presentation of material in class. However, unless exceptional circumstances require your absence, you should be present whenever your class is in session, including the time when a guest lecturer is making a presentation.

Funding for outside speakers is extremely limited. If you believe that a paid guest lecturer or other outside resource is important to enhance your course, you should obtain the associate dean’s approval before making any commitment.

L. Use of Student Evaluations
Toward the end of each academic semester, students are asked to complete online evaluations regarding the performance of the professors. This is a valuable tool for each professor to assess strengths and weaknesses in the professor’s classes.

Evaluation summaries and narrative comments are sent to each professor after final grades are turned in.

For a copy of the evaluation topics used, please refer to Appendix G of this manual.
VI. Examination of Students and Grading Policies

A. Examination Procedures and Suggested Formats

Tentative examination schedules are printed and posted when schedules for upcoming classes are printed. Limited alternate exam dates may be offered by the administration. No final examination may be scheduled during the last week of classes, or during the study days between classes and scheduled examinations.

All regularly scheduled exams will be administered by proctors under the supervision of the associate dean. Professors will be on call for problems but will not administer regularly scheduled exams. Students will be allowed to take exams on laptops unless a faculty member notifies the associate dean that computers are not needed or not allowed. Detailed exam instructions will be sent to each faculty member near exam time.

The initial pages of your examination should contain detailed instructions on the essential requirements of your exam (e.g., time limits, page limits, extent to which materials may or may not be brought into the examination room, assumptions as to the relevant law to be applied, etc.). Verbal instructions should not be necessary.

Exams are graded at Cumberland without the faculty knowing students’ identity. To that end, students should identify themselves on their examinations using their anonymous numbers only.

At exam time, Law Student Records will contact the adjunct professor’s law school secretary via e-mail, supplying her with the Anonymous Test Number E-mail Form (Excel format) that lists in numerical order the anonymous numbers for students in the class. A copy of the Anonymous Test Number E-mail Form is located in Appendix G of this manual. The adjunct professor should post grades to the form in the “exam grade” column and e-mail the form back to the law school secretary. She will send the form to Law Student Records and that office will convert the anonymous numbers to names, alphabetize the list and send the form back to the adjunct professor’s law school secretary via e-mail. The adjunct professor should then calculate final semester grades and enter them in the “final grade” column. The adjunct professor (or his secretary) should verify that all the students in the class are accounted for, notify Law Student Records of any problems and e-mail the form with the final grade to Student Records for posting to transcripts.

If the e-mail procedures are impractical for the adjunct professor, there are other alternatives available. Please contact Law Student Records prior to the exam period to clarify any alternate methods to be used.

Professors may select the Scholar of Merit recipient for the class and designate the recipient’s name on the applicable line on the Anonymous Test Number E-Mail Form. A copy of the Scholar of Merit form is located in Appendix G of this manual.

It is important to have all grades turned in as early as possible. Grades must be turned in by the announced deadlines. Grade reports cannot be run and made available to students until all professors have turned in grades. Failure to turn in grades from one class causes all reporting to be delayed.

B. Availability of Prior Exams

The associate dean's office maintains a file of exams from the previous year. They are available to professors for examination upon request. Students are vitally (and perhaps excessively) interested in knowing the type of examination to expect in your course. One strategy for sharing this information is to place a prior examination on reserve in the Law Library. If you make a prior exam available to the class you should alert students to the extent that the prior examination may not be representative of your current plans for the examination.
VI. Examination of Students and Grading Policies

C. Grade Scale
Students are graded in their academic achievements according to a system of letter grades with quality points assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Students must maintain a minimum 2.0 cumulative grade point average to remain in good academic standing.

D. Grade Distributions, Grading Policies and Deadlines
Cumberland does not employ a mandatory grade distribution system. However, the school strives for reasonable consistency in grading. After each semester, the associate dean circulates a summary of the grade point average in each course taught during the semester. Grades are assigned at the discretion of the faculty member, but you are strongly encouraged to consult with colleagues if you have concerns about consistency in your grading.

Except for seminars and skills courses, the primary basis for a grade in a course is a final written examination. The manner of determining grades in seminars and skills courses is left to the professor. A professor has the discretion to augment the grading process by taking into consideration interim examinations, research papers, class participation, class attendance or other factors deemed relevant, including conduct related to the class or the examination, whether or not the conduct falls within the ambit of the Honor Code, and whether or not the matter is referred to the Honor Court. Your syllabus should state your grading policies and identify the factors that will be considered in grading.

Law Student Records establishes deadlines for turning in grades for each semester. Please pay careful attention to these deadlines and submit your grades by the dates specified, because grades cannot be processed until they have all been turned in.

E. Requests for Grade Review
After examinations are complete and grades are posted, you are encouraged to make examinations available for students to review. The best method is for you to go over the examination with the student and discuss why the paper received the grade it did. You should maintain control of the examinations at all times.

You should keep your old exams on file for one year, after which you may discard them.

Grade change forms are available in Law Student Records to correct a clerical or arithmetic error, or to change a prior “INC” (Incomplete) grade. However, professors may not submit a grade change based upon any form of regrading. Any questions regarding grade changes should be directed to the associate dean.

F. Honor Code
Cumberland School of Law students are bound by a student-administered Honor Code in all academic matters. The Honor Code defines “academic misconduct” broadly.

Honor Court Justices are elected by the student body to administer the code according to published procedures. A copy of the Honor Code appears in Appendix B.
Each faculty member also has authority to adjust a student’s grade or take other appropriate disciplinary measures in cases of academic or other misconduct by a law student, in addition to or in lieu of referring the matter to the Honor Court. Adjunct faculty members should generally discuss any situation that appears to call for disciplinary action with the associate dean.

For complete rules and regulations regarding the Honor Code, please refer to Appendix B.

G. Required Courses and Graduation Requirements
To graduate, a student must successfully complete at total of 90 credit hours, including required courses, with a minimum cumulative grade point average of 2.0. In addition, students must satisfy Cumberland’s “Graduation Writing Requirement” and complete a course to satisfy Cumberland’s “Professional Skills” requirement.” Information on graduation requirements can be found in Appendix H.
VII. Faculty Resources

A. Library Hours, Resources and Policies

The law library extends circulation privileges to adjunct faculty members for the purpose of checking out treatises needed for class preparation, provided they have a current Samford ID with them at the time of checkout. This card allows adjuncts to check out circulating treatises found on the second floor for seven days with renewals possible if no one else needs them.

Professors may leave materials to be placed on reserve at the circulation desk. If you foresee heavy usage of certain library resources for your class, it would be extremely helpful to the librarians and your students if you suggest that the item be placed on three-hour reserve. All reserved material should include the professor's name, class name and number, and title of materials used to identify the folder. Please allow the librarians a full day to process reserve folders. At the end of a semester, the law library will return folders and other materials placed on reserve throughout the semester to the adjunct secretary.

The law library will make one complimentary photocopy of material needed for purposes of creating reserve folders; however, multiple copy requests should be directed to the printing office.

Photocopy services are available for class purposes. To set up an account, please contact Ed Craig.

Conference rooms in the law library are available for classes only through prior arrangement with the Law Student Records secretary.

B. Electronic Mail

Faculty members must use the university’s e-mail system. To use the system, professors first must have signed a security agreement and have received a password. The university takes security agreements very seriously; read it carefully before signing it. Users must abide by it or will lose their privileges. Through e-mail, the dean can leave messages for faculty members to retrieve in any student computer lab on campus, such as the University Library. All first-time students are assigned computer ID’s upon admission to Samford. Encourage students to use the e-mail system to communicate with professors. Post assignments and other information about the class for students. It is imperative that professors check e-mail regularly.

C. Audiovisual Resources

All law school building classrooms have VHS and DVD capabilities, as well as a dedicated computer for instructor use, though special arrangements are necessary for VHS use in the trial courtroom. All these are displayed to the class via data projectors, or large plasma displays and SMART boards. For training on this equipment, contact Professor Ed Martin (ecmartin@samford.edu) or Jeff Whitcomb (jmwhitco@samford.edu).

An overhead projector and video/monitor are available for class use. Please call Ed Craig (726-2714) or send an e-mail request to lawmedia@samford.edu several days in advance of the class. It will be necessary to arrange for someone to return the equipment to the law library circulation desk after your class session is over.

For short-term checkout of digital video and still cameras, or an LCD projector or laptop, please contact the Technology in Learning Center at 726-2108. A limited amount of equipment, including screens, laptops, and projectors, is also available through Grace Simms in the law library.
VII. Faculty Resources

D. Internet Access and Use

Libraries on the Samford campus have Internet access via wireless or Ethernet connection, and are available for student and adjunct faculty use. In addition, all of the carrels and conference/seminar rooms in the law library have laptop computer connections. See Grace Simms, Computer Services Librarian, to have a laptop configured for wireless or Ethernet access.

Adjunct faculty interested in creating a Web page for their course should contact Professor Edward Martin, director of law school technology.

E. Bookstore Hours and Policies

The Bookstore at the University Center, owned and operated by Samford University, is open Monday, Tuesday, Wednesday and Thursday, 7:45 a.m.-7:00 p.m.; Friday, 7:45 a.m.-5:00 p.m.; Saturday, 10:00 a.m.-3:00 p.m.; and special hours during registration and select weekends during the year. Textbooks, greeting cards, Samford and Cumberland apparel and gift items, daily newspapers, magazines, office supplies, and candy are available for purchase. Computer software and accessories are sold through the office supply center at the Bookstore.

The Bookstore accepts MasterCard, Visa and Discover, as well as personal checks made payable to Samford University for the amount of purchase. Checks up to $50 can be cashed by showing a current Samford ID.
VIII. Financial Matters

A. Payroll and Compensation Timetable and Criteria

Adjuncts’ checks are deposited directly to a bank account. Funds are deposited on the last business day of each month unless otherwise specified. All payroll statements are sent electronically to your Samford e-mail address. To access a payroll statement, use your payroll password, which is your last name and the last four digits of your Social Security Number. The Letter of Agreement indicates the beginning month in which you will receive a check, how many months you will receive checks, and the monthly and total amounts you can expect to receive. If these are not satisfactory, please contact Kathy Walton in 102 Robinson Hall before you sign the agreement.

B. Reimbursement of Expenses and Travel Arrangements

If teaching your course effectively requires that you incur travel or other expenses, please discuss your needs for reimbursement with the associate dean in advance of incurring the expense. The law school budget generally does not allow for reimbursement of adjunct faculty travel or expenses. However, the law school wants to support your teaching in any appropriate way possible, and some funding may be available in an exceptional case.
IX. Samford and Cumberland Web Sites

The Samford and Cumberland Web sites have a wealth of information about the University and the law school. The URLs are:

http://www.samford.edu
http://cumberland.samford.edu
http://cumberland.samford.edu/facebook
http://cumberland.samford.edu/twitter
http://cumberland.samford.edu/linkedin
Appendix A: Academic Standards

Appendix B: Honor Code

The complete Honor Code may be viewed at http://cumberland.samford.edu/files/Honor_Code_2012-2013.pdf
Appendix C: Administration and Full-Time Faculty

Administration

CARROLL, JOHN L., Dean and Ethel P. Malugen Professor of Law
GOODWIN, ROBERT J., Associate Dean and J. Russell McElroy Professor of Law
WARREN, LAVONE R., Assistant Dean for Continuing Legal Education and Assistant Professor of Law
ENGLAND, KENNETH W., Director of Operations and Interim Director of Law Admission
ADAMS, CASANDRA W., Director of Cumberland Community Mediation Center and Public Interest Project
HARRIS, PATRICIA C., Director of Law Student Records
LAUGHLIN, GREGORY K., Director of the Lucille Beeson Law Library and Associate Professor of Law
CONNOR, LINDA D., Director of Continuing Legal Education
NELSON, PAMELA J., Director of Student Services and ADA Compliance
PRICE, JEFFREY B., Director of Career Development
WHITCOMB, JEFFREY M., Manager of Technology Services

Full-Time Faculty

BISHOP, T. BRAD, Professor of Law
DAVIS, LAJUANA S., Associate Professor of Law
DEBOW, MICHAEL E., Professor of Law
DENNINGS, BRANNON P., Professor of Law
DiRUSSO, ALYSSA A., Professor of Law
EVANS, JILL E., Professor of Law
FLOYD, MICHAEL D., Professor of Law and Director of International Studies
GREENE, DORIS "WENDY," Associate Professor of Law and Director of Faculty Development
HARTZOG, WOODROW N., Assistant Professor of Law
JOHNSON, HERMAN N., Assistant Professor of Law
KURUK, PAUL, Professor of Law
LANGUM, DAVID J., Research Professor
MARTIN, EDWARD C., Professor of Law and Director of Law Technology
ROSS, WILLIAM G., Lucille Stewart Beeson Professor of Law
SMOLIN, DAVID M., Harwell G. Davis Chair of Constitutional Law and Director of the Center for Children, Law and Ethics
SNOE, JOSEPH A., Professor of Law
STODDARD, BELLE H., Assistant Professor of Law and Director of Lawyering and Legal Reasoning Program
STONE, R. THOMAS, JR., Professor of Law
STOCKLAND, HENRY C., Professor of Law
WALTHALL, HOWARD P., Leslie S. Wright Professor of Law
YOUNG, DEBORAH, Professor of Law and Director of the Center for Advocacy and Clinical Education
# Appendix D: Directory

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# Appendix D: Directory

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Appendix E: Fall Class Schedule

Current class schedules can be found on the Cumberland webpage located at:
http://cumberland.samford.edu/students/student-records/class-schedules
Appendix F: Writing Requirement Policy

Writing Requirement Policy
After attaining 30 credit hours, each student must complete a supervised, rigorous writing requirement prior to graduation. This requirement may be satisfied by:

- Completing a “designated course” having a rigorous writing component or a seminar course that requires a significant research paper for the final grade. Courses designated by a section of “R.”
- A writing submitted by members of The Cumberland Law Review or The American Journal of Trial Advocacy and certified as publishable by the respective faculty advisor.
- A paper singled out for recognition in a writing competition and approved by the associate dean.
- A paper written while enrolled in law school that is published in a scholarly periodical, journal or treatise, and which is approved by the associate dean.

Students are encouraged to satisfy this requirement before the end of their fifth regular semester. Students who have not completed this requirement may not successfully register for their sixth semester without enrolling in a qualifying writing course or seminar course.

A “designated course” is one with the following characteristics as determined by the associate dean:
- Has a final exam and
- A partial final grading based upon a supervised rigorous writing component
- Carries a designation of “R” on the course section

A “seminar” is a course with the following characteristics:
- An advanced topical study featuring discussions, presentations, research exchange and reports
- Limited enrollment—no more than 20 students
- Final grade mainly based on research writing
- Carries a designation of “R” on the course section

Directed Research credit hours may not be used in satisfying the writing requirement.

The following types of courses are also excluded from the writing requirement satisfaction:

- Skills courses where grading is primarily based upon performance simulations
- Externships
- Courses that mimic the law firm clerking experience
COURSE EVALUATIONS

The evaluation of professors is confidential. The results are submitted to the Dean and Associate Dean of the Law School. The instructor will not see the narratives or tabulated numerical results until grades have been submitted. This evaluation will help the professor better respond to the needs of the students and will provide a basis for administrative review of the professor’s teaching.

In response to each question below, students are asked for both narrative comments and numerical responses. The numerical responses use the following scale:

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<tr>
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Topics of evaluation:

- The professor was knowledgeable about the subject matter of this course.
- The professor was well organized.
- The professor had a satisfactory method of dealing with student inquiries outside of class.
- The professor treated students with respect.
- The professor communicated effectively in class.
- The professor demonstrated how the subject matter of this course relates to being a lawyer.
- The professor appropriately incorporated legal theories and policies beyond “black letter” rules.
- Overall, the professor did an excellent job.
### Anonymous Test Number Email Form

**[Term and Year] Grades**

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CUMBERLAND SCHOOL OF LAW
SCHOLAR OF MERIT
[TERM AND YEAR]

From: Pattie C. Harris
     Director
     Law Student Records

Please select a Scholar of Merit for:

_______________________________

Course No. ______ - ___

Name of Student Scholar(s):

_______________________________

Please return this form with your final grade roster.

_______________________________

Professor
Appendix H: Graduation Requirements

Information concerning graduation requirements may be viewed at:
http://cumberland.samford.edu/students/student-records/required-courses