



UC HASTINGS LAW

Academic Dean and Professor of Law

MEMORANDUM

To: Adjunct Faculty

From: Morris Ratner, Academic Dean

Date: August 1, 2017

Re: Welcome Back!

Welcome back for the 2017-2018 academic year! Our students, faculty, and staff appreciate the deep experience and insight you bring to our classrooms, and we're grateful you're on board. Thank you for being such an essential part of our academic community. This message describes resources to support your teaching, opportunities to engage with the Academic Dean's office, new faculty, common practices of adjunct faculty who receive high marks on student PACE reviews, our seating chart technology, and new teaching requirements applicable to classes covering subjects tested on the bar exam.

Support and resources. The Academic Dean's Office is here to support you:

The Academic Dean's webpage can be found [here](#) and contains valuable resources that answer many of the usual questions about the dates and times of events, academic calendar, faculty rosters, faculty rules and regulations and the course catalog.

- Please also be on the lookout for Associate Academic Dean Jeff Lefstin's regular messages about students, classrooms, and academic rules and regulations to help you and your students stay on track.
- You should also be hearing soon from Stefano Moscato, our new Assistant Dean for Academic and Professional Success, who will inform you of various academic success

resources available to you and your students, including our [Academic and Professional Success](#) and our [Student Academic Resources](#) pages.

- Please also be aware of our Faculty Resource Page on Canvas, which contains helpful teaching aids, including sample in-class exercises and grading rubrics and links to prior-year faculty teaching colloquia, which you can watch on video. You should receive an invitation to join that page, soon. If you do not, please reach out to Roz Foy (foyr@uchastings.edu).

Direct lines to the Academic Dean. I hope to have the chance to visit with you to discuss your experiences, questions, and ideas. You should feel free to attend one of the Academic Dean's Open House sessions during the times listed below, to enjoy refreshments, ask questions, mingle with our staff, and celebrate the new academic year.

Thursday August 24th, 3 - 4 pm

Friday August 25th, 10 - 11 am

In addition, you may contact me via email at any time (ratnerm@uchastings.edu), and you may reach out to Roz (foyr@uchastings.edu) if you would like to schedule an in-person meeting with me.

New faculty. We have added an exceptionally gifted group of new adjunct faculty to our ranks, including:

- Patrick Burns
- Teresa Carey
- Nikki Dobay
- David Kaiser
- Melissa Kendra

PACE reports and reflecting on student feedback. At the end of every class each semester, students complete a Professor and Course Evaluation (PACE) form. If you previously taught at UC Hastings, you may access your PACE reviews. [Click here](#) for instructions on how to access PACE or contact Faculty Support for assistance. PACE reports for your prior classes are an important window into how your efforts are translating into students' perceptions and understanding.

I want to take a moment to highlight a handful of practices that seem to distinguish many of our most highly-rated adjunct faculty, as reflected in student feedback in PACE reports:

- Our students feel fortunate to have access to adjunct faculty whose teaching is grounded in practice.
- Students especially prize organization, including well-planned syllabi and lectures that work clearly toward learning outcomes for each class day.

- Relatedly, students reward with praise faculty who helpfully provide “roadmaps” by telling students what will be covered and fulfilling that promise each class day.
- Students especially appreciate when assigned reading materials are appropriately edited. A rule of thumb is that for each class hour, up to 25-40 pages of reading is typically assigned.
- Students also appreciate when faculty directly link assigned reading to in-class lectures and discussions.

In short, the most highly reviewed faculty are organized, provide clear sign posts regarding what is being covered in the course and each class day, carefully curate reading materials, and link class discussion to assigned readings.

Seating Charts. UC Hastings will continue to make the “SeatGen” web-based photo seating chart system available for all courses. Before classes begin, students are required to access “SeatGen” to assign themselves to a seat in each class. Faculty may implement reasonable penalties for failure to sign up on SeatGen. Note that faculty may opt out of the photo seating chart for seminars, clinics, and other small classes. To access student photos and your class seating chart through SeatGen, please [click here](#) for instructions. Please refer any technological problems, or suggestions or concerns, to our IT staff, by sending an email to helpdesk@uchastings.edu. Please put “SEATING CHART ISSUE” in the subject line. IT expects to be able to respond to such emails within 24 hours. Faculty support is familiar with this program and can help you learn its functions as well.

New teaching requirements applicable to bar classes. Last year, the faculty resolved as follows:

- (1) "Faculty teaching first year classes will teach legal analysis explicitly and ensure that students are provided individualized feedback on their legal analysis;"
- (2) "Professors teaching a [subject tested on the bar exam](#) shall coordinate and propose a list of topics that must be covered as part of teaching the course, regardless of who the instructor is, in an effort to teach topics routinely covered on the bar exam;"
- (3) "[All MBE-tested courses](#)' final examinations shall contain a substantial proportion of essay and MBE-type multiple-choice questions;" and
- (4) "Faculty teaching subjects tested on the bar exam, as listed above, shall assess the students using an exam that is at least in part closed book."

These new teaching and testing requirements apply only to faculty teaching subjects that are tested on the bar exam. Most of our adjunct faculty teach subjects other than bar classes, but the faculty’s resolutions highlight the efforts we are making across the College to improve bar outcomes. Even if the new teaching requirements do not apply to you, they may influence the

pedagogical choices you make in your course. If you have any questions about this, please feel free to reach out to me, or review the much longer memorandum to adjunct faculty teaching bar tested subjects that is posted on the Faculty Resource Page.

Thank you again for everything you do for the College and for our students!