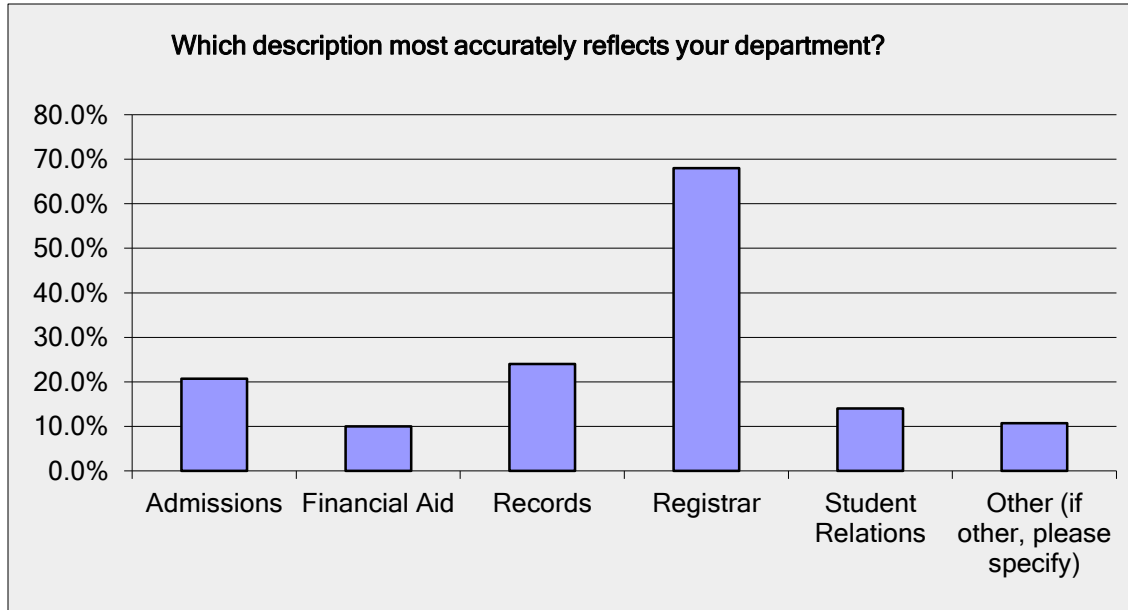


NNLSO STAFFING SURVEY

AACRAO 2012 ANNUAL MEETING

Who responded to our survey?



500 or less	38
501-999	83
1,000-1,499	20
1,500-2,000	11

Average years of services of respondents

500 or less	9.6 years
501-999	10 years
1,000-1,499	11.5 years
1,500-2,000	8 years

Our survey was flawed!

- Not all respondents answered every question that applied to them on the survey.
- Questions were open ended which makes it hard to measure responses.
- Not a great response rate.
- Law Schools do things differently – so similar titles do not necessarily mean same type of responsibility.

Nonetheless, hopefully there is some useful information here!

About the institutions of the respondents:

Associated with University	84% of respondents
Semester System	96%
Part-time Program	38%
Evening Program	51%
Evening Program Part-time	77%
	3% full-time
	19% both
Weekend Program	2%
Intersession Program	64%

How many faculty at your law school?

	Average
Enrollment 500 or less	32
501-999	35
1000-1499	60
1500-2000	83

Offering Multiple Degree Programs

Reported multiple degree programs

500 or less	13%
501-999	42%
1000-1499	35%
1500-2000	54%

Admission classes per year: The majority of you have one admissions class per year. A few in each enrollment category reported having two.

Our question did not differentiate between JD, LLM, etc., admissions.

Does your law school have a deputy dean?

	Yes
500 or less	5%
501-999	21%
1000-1499	15%
1500-2000	27%

What is a deputy dean? (We were asked.)

Sample brief description from one law school

The Deputy Dean and CEO of the Law School will have a range of key academic and commercial management responsibilities within the Law School supporting the Dean and CEO of Law School in both operational and strategic business development.

How many associate deans on average?

500 or less	2
501-999	3.6 (“tons,” none)
1000-1499	3
1500-2000	5 (one school had 14)

Additional comments:

Directors, no associate deans

Vice Dean, no associate deans

Rotation of Associate Deans:

	Yes
500 or less	37%
501-999	36%
1000-1499	45%
1500-2000	27%

How do you rotate? Various responses, including:

- depends on if it is a faculty member
- dean decides
- determined by individual
- one annual, one permanent
- 3 or 4 years
- approx two years
- some rotate, some permanent
- every three years was a frequent answer

Assistant deans do everything. You might equate the title to a ranking of sorts. You name it, there is an assistant dean for it!

Admissions

Academic Services

Administration

Advancement

Alumni Relations

Career Services

Clinical Studies

Community Outreach

External Affairs

Facilities Management

Finance & Administration

Financial Aid

Information Technology

Marketing

Professional Development

Public Service

Registration and Records

Student Affairs

Students

ADMISSIONS

Number of staff on average?

500 or less	2.8
501-999	4.3
1000-1499	5
1500-2000	most reported between 7 and 9; one had 40

Part-time employees

500 or less	most report none
501-999	29% "yes"
1000-1499	Most report none
1500-2000	none

Student Workers - most reported having at least one

500 or less	1.8
501-999	1.8
1000-1499	.05
1500-2000	3 (one school reported 15)

ADMISSIONS

Seasonal Employees

In admissions – these are mostly recruiters.

500 or less 2 to 3 recruiters

501-999 most reported utilizing seasonal employees;
 most mentioned hiring multiple for recruiting and proctoring*

1000-1499 Yes *

1500-2000 Yes *

*Of interest: respondents in this category mentioned proctors (this was the admissions category). This seems to indicate there are individuals who work with or supervise both areas (admissions and registrar/records).

Division of work – most reported dividing by responsibility.

Who updates your website? Most of you rely on another department for web updates. A few share responsibility for partial updates. 1000-1499: all responded the responsibility is handled outside the office.

REGISTRAR/RECORDS

Number of staff on average:

500 or less	1.8
501-999	3.2
1000-1499	5.7
1500-2000	7.5

Admissions

2.8
4.3
5
7-9

Part-time employees*:

500 or less	.1
501-999	.2
1000-1499	.2
1500-2000	most had none

Student workers*:

500 or less	.8
501-999	.8
1000-1499	.6
1500-2000	.8

Admissions

1.8
1.8
.05
3 (high of 15)

*Some reported sharing across departments

REGISTRAR/RECORDS

Seasonal Employees?

Most reported hiring of proctors. A few reported using seasonal employees for commencement.

Division of work: Most responded: Division by task.

500 or less

Several responded: "I'm it!"

1000-1499

"cross trained" "teamwork"

REGISTRAR/RECORDS

Who administers exams?

(Most answered “yes”)

500 or less

Registrar, Academic Affairs, Faculty, Dean’s Office, Student Life

501-999

Registrar, Student Services, Academics, Faculty Support

1000-1499

Registrar, Student Services

1500-2000

only one answered affirmative; special exams

Who prints exams?

500 or less

Registrar, IT, Faculty Secretary, Computer Center, Student Life

501-999

Registrar, faculty secretaries or support; academic services

1000-1499

Registrar, Student Services, Facility Services

1500-2000

Registrar/Records

Is the web updated within your office?

Most updates are done by departments outside office.

Common responses: IT, Communications Departments

REGISTRAR/RECORDS

What is your role in commencement?

Majority reported assisting by ordering diplomas, processing graduates, producing Information for program. Few reported producing entire commencement.

Who administers faculty evaluations?

Common Answers:

IT, Academic Affairs, Library Director, Dean of Students, Vice Dean, Dean's Office, Registrar, Associate Dean, HR, Records, Faculty Secretary

Of interest: 1000-1499 - Mostly Registrar's Offices

Who is responsible for character & fitness records?

Common Answers: Academic Records, Registrar, Associate Dean

500 or less Majority reported Student Records and Registrar

501-999 Several mentioned "Student Affairs" and "Academic Services"

1000-1499 Mostly Registrar and Records.

1500-2000 Mostly Registrar and Records.

REGISTRAR/RECORDS

Commencements per year:

One ceremony	73%
Two	21%
Three	3.9%
Four	1%

Is the ceremony stand alone or with university?

Stand alone	80%
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Are ceremonies produced within your department?

No	66%
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Does your department post degrees?

Yes	72%
-----	-----

Does your department order diplomas?

Yes	56%
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General Questions

Who compiles bar statistics?

All reported some of the same “suspects.” Commons answers were:

500 or less	Director of Career Services, Student Affairs or Services Academic Support
501-999	Registrar, Director of Career Services, Academic Support, Director of Enrollment
1000-1499	One respondent mentioned a professor
1500-2000	Registrar, Academic Success, Research and Data Coordinators

How many full-time IT staff does your school have? (averages)

500 or less	2.5 (some share with university)
501-999	6.4
1000-1499	8.2
1500-2000	very low response rate

General Questions

Does your law school have full-time employees dedicated to financial aid?

500 or less	1.5*
501-999	1.8*
1000-1499	4.2
1500-2000	very low response rate

*Several reported sharing with university, or that the individual(s) is/are not law school employees or may office with the main university office.

Does your law school have full-time employee(s) for institutional research?

Most reported that it is a shared responsibility with university or between individuals within law school. None reported an individual solely responsible for IR.

General Questions

Does your law school have an employees(s) responsible for alumni relations?

All schools has at least one individual. One school (500 or less) reported a part-time individual.

501-999 Several responded more than one in department.

Does your law school have an employees(s) responsible for development?

There is some cross over between staff members in development and alumni relations.

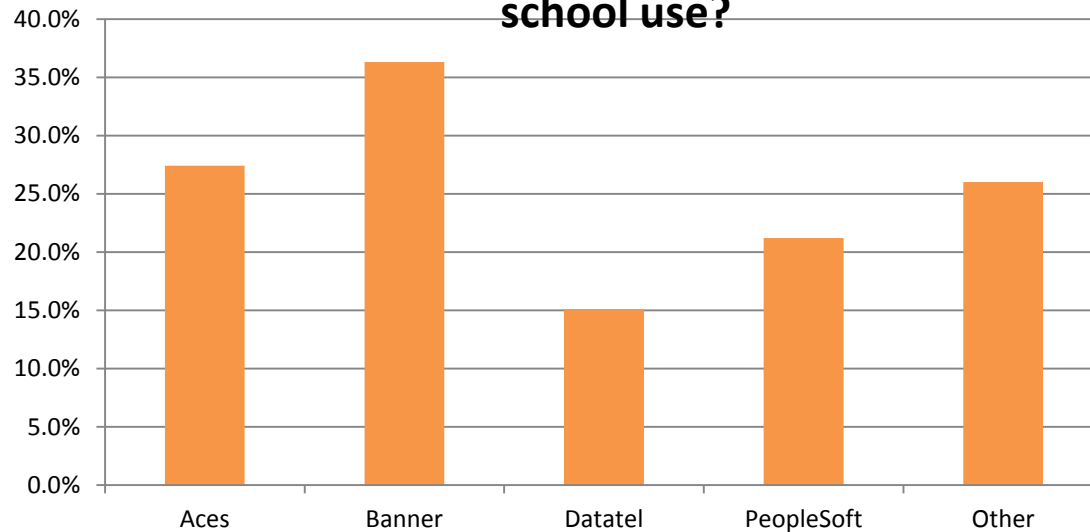
Each school reported having at least one individual.

Does your law school have an employees(s) responsible for event management?

Each law school answered affirmative to this question.

Commonly assist with admissions events and commencements.

What student information system does your school use?



Others include SAP, CAMS, ACCESS, Homegrown, SAP, SRS, SIS, AS400, Simplicity

Document Imaging – Most common answer: ImageNow

Aces2	Sharp Desktop
Alchemy	Symplicity
American Micro	WebXtender
Application Xtender	Xerox Machine
AxCrypt	Xtender (BDMS)
Comsquared's Netsearch	
Databank	
Docushare	
Ecopy	
Fortis	
Imagesilo	
Kofax	
Laserfiche	
Nolij	
OnBase	
Optix	
PaperVision	
Pdf files appended using Nitro	

*Apologies if some of these are the same product!

Conclusions

Sometimes we have to reinvent the wheel. Or at least that is what we try to do. Once again, it is proven every law school is different. In so many ways, we all get to the same end differently. **There is no wrong way! You make it work.**

We have “backed in.”

Many of us do multiple tasks/jobs.

Work is assigned by task and not divided by group. Team work helps us survive!

We like our working environment for the most part! Longevity.

As one respondent put it: we are in a constant state of change.

