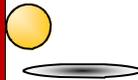


THURGOOD MARSHALL SCHOOL OF LAW

3100 Cleburne Street * Houston, Texas 77004

(713) 313-4455



ADJUNCT FACULTY

INFORMATION MANUAL

2015-2016

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Law School Administration

Dean	Dannye Holley	1071
Associate Dean of Academic Affairs	Gabriel Aitsebaomo	1127
Associate Dean of External Affairs	Faith Joseph Jackson	7354
Associate Dean of Research & Faculty Development	Cassandra Hill	1190
Assistant Dean for Academic Support and Bar Readiness	Marcia Griggs	1366
Assistant Dean of Career Services	Yolanda Morgan	7372
Assistant Dean of External Affairs	Prudence Smith	1142
Assistant Dean of Financial Aid and Admissions	Edward W. Rene	1004
Assistant Dean of Institutional Advancement	Susan Bynam	4273
Assistant Dean of Student Affairs	Virgie L. Mouton	7909
Executive Director of Assessment	Docia Rudley	1146
Co-Directors, Clinical Program	Thelma Harmon;	1006
	Anthony Haughton	4870
Executive Director of Earl Carl Institute	Sarah Guidry	1321
Director, Law Library	DeCarlous Spearman	7328
Director, LLM Program	Fernando Colon-Navarro	1918
Director of Administration	Derrick Wilson	7453
Program Coordinator/Assessment	Kristopher Chrishon	1184
Program Coordinator/Experiential Learning	Stephanie Ledesma	1105
Office Administrator	TBA	1003
Assistant Director of Academic Computing	Paul Stein	1110
College Business Administrator I	Susan Thomas	1147
Law School Registrar	Trudy Green	1141



**TEXAS SOUTHERN UNIVERSITY
THURGOOD MARSHALL SCHOOL OF LAW
ACADEMIC CALENDAR
2015-2016**

FALL SEMESTER 2015

Orientation	Monday – Friday	August 10 – 14, 2015
First Day of Class	Monday	August 17, 2015
Last Day to Add/Drop	Wednesday	August 19, 2015
Labor Day	Monday	September 7, 2015
Mid Term Examinations	Monday – Friday	October 12-16, 2015
Veterans Day (NO CLASSES)	Wednesday	November 11, 2015
Last Class Day	Tuesday	November 24, 2015
1st Year Professors' Grades Due	Tuesday	November 24, 2015
Reading Period (NO CLASSES)	Saturday - Sunday	November 28-29, 2015
Thanksgiving Holiday	Thursday-Friday	November 26-27, 2015
Final Examinations	Monday	November 30-December 11, 2015
Students Last Day	Friday	December 11, 2015
Winter Commencement	Saturday	December 12, 2015

SPRING SEMESTER 2016

School Opens	Monday	January 4, 2016
First Day of Class	Monday	January 11, 2016
Last Day to Add/Drop Classes	Wednesday	January 13, 2016
Martin Luther King Holiday	Monday	January 18, 2016
President's Day Holiday	Monday	February 15, 2016
Mid Term Examinations	Monday – Friday	March 7-11, 2016
Spring Break	Monday – Friday	March 14-18, 2016
Good Friday (NO CLASSES)	Friday	March 25, 2016
Last Day of Class	Wednesday	April 27, 2016
1st Year Professors' Grade Due	Wednesday	April 27, 2016
Reading Period (NO CLASSES)	Thursday – Sunday	April 28-May 1, 2016
Final Examinations Begin	Monday	May 2-May 13, 2016
Hooding Ceremony	Friday	May 13, 2016
Commencement Exercises	Saturday	May 14, 2016

INTRODUCTION

The information provided in these materials is offered to assist Adjunct Faculty with information regarding the preparation of materials and exams, attendance and grading policies, and general policies and procedures of the Thurgood Marshall School of Law (TMSL). If you need any assistance please feel free to contact Ms. Jo Alridge, Senior Administrative Assistant by phone at (713) 313-4476) or Gabriel Aitsebaomo, Associate Dean for Academic Affairs, at (713) 313-1127.

ADJUNCT FACULTY ROLE

TMSL Adjunct Faculty provides instruction in courses where they hold expertise or where the Law School is experiencing a shortfall due to unforeseen circumstances. Adjuncts are expected to add value to the students' classroom experience using quality instruction, as well as infusing the environment with a practical and professional approach to the subject matter in order to prepare the students for the practice of law. Adjunct professors are required to hold a J.D. degree from an ABA approved law school.

NATURE OF CONTRACTS

Adjuncts are employed for one semester only. Rehiring depends on the following factors: adjunct class attendance, appropriate learning environment, professional and ethical behavior, classroom observations by full-time faculty or the administration, and assessment of the School's needs.

BENEFITS

Part-time adjuncts are not eligible for benefits (medical, dental or vacation). Adjunct faculty salaries are negotiated with the Associate Dean of the Law School. Adjuncts are required to work cooperatively with the Director of Administration, Mr. Derrick Wilson (713) 313-7453, to ensure that the requisite paperwork is completed.

Paychecks will not be processed until all required personnel documentation is on file. You will be paid on the first day of the month - October through January or March through May. Paychecks will be deposited in your personal bank account as designated by you in your hire packet. Adjuncts are not eligible for promotion or tenure.

Parking: TMSL does not provide paid parking. You must purchase a decal from the University Police department (pay at the Bursar's office) or park on the street. NOTE: All vehicles without decals or improperly displayed decals are subject to tow, at the owner's expense!

COURSE PREPARATION

ORDERING BOOKS

In advance of the first day of class, every Adjunct Professor will be asked to select the casebook and /or other material for his/her course. You will be assisted in making your selection by Ms. Jo Alridge (Senior Administrative Assistant). She is available to provide the telephone numbers of book publishers. Typically, book publishers, when requested, will make available to you complimentary copies of textbooks so that you can make the appropriate selection for your class.

SYLLABUS

Adjuncts are required to submit a course syllabus at the beginning of each semester. The syllabus should include, at a minimum, the following information: (1) course description, (2) course objectives, (3) course topics/assignments, (4) required/recommended text books, (5) examinations and grading plan, (6) attendance policy (see Attendance rules below), (7) office hours, and (8) professor contact information.

CLASS CANCELLATIONS

Canceling classes are highly disfavored. Adjuncts are expected to meet all classes as scheduled. Any professor wishing to cancel or modify in anyway his or her class must contact the Office of the Associate Dean for approval. A notice of the said modification will be placed on the administrative board after the approval has been granted. Please provide to the **Office of the Associate Dean of Academics** a copy of your class cancellation and call the adjunct secretary Ms. Jo Alridge at (713) 313-4476 so she can inform the students, e.g., post a notice. This should be done as soon as practicable.

ROOM RESERVATIONS

If you would like to reserve a room for an activity outside of your scheduled class time, please be sure to submit all room reservation requests to Ms. Jo Alridge *at least* three (3) days prior to the scheduled event.

When making a room reservation request, please be sure to include the name or type of event, the date of the event, the start and end time, any room preference, and the actual or estimated number of people attending. If the request is time sensitive, please also provide a date by which the confirmation is needed. Otherwise, a confirmation should be received within 24 to 48 hours.

AVAILABILITY TO STUDENTS

Students will periodically have questions regarding the course or other matters, which they would like to discuss with you. You should inform students how to reach you and what days and

times you will be available to students. Adjunct professors may establish time before and/or after class for student questions and if you would like to establish office hours at the Law School, please contact Ms. Jo Alridge to reserve a conference or study room.

ATTENDANCE

The American Bar Association standards for the Approval of Law Schools require punctual class attendance of all students. Excessive absence from classes may result in the following: (a) administrative withdrawal from the course; or (b) grade reduction of up to two letter grades in courses required to be taken in sequence (where a student may not be withdrawn from a class). Excessive absence is defined as any absence in excess of the permitted absence. (See below) "Absence" shall be defined as either a failure to attend class, or a failure to be present at the commencement of class.

The office of the Dean strongly encourages Adjunct professors to refer students to the Dean's office that appear to have attendance problems before their absences exceeded the number of permitted absences. The Registrar's Office will furnish every professor with a class roster. Each professor should record all absences and provide this information to Ms. Jo Alridge. If you need assistance, please contact Associate Dean Gabriel Aitsebaomo.

Permitted Number of Absences

Effective spring semester 2010, the rule governing the permitted number of student absences per course per semester shall be determined by multiplying the number Two (2) by the course credit hours and then subtracting the number one (1) from the result. Based on this formula, the following number of absences shall be adopted by faculty for all courses taught at the Thurgood Marshall School of Law effective spring semester, 2010.

<u>Type of Course</u>	<u>Permitted Number of Absences</u>
Six semester hour course	11
Five semester hour course	9
Four semester hour course	7
Three semester hour course	5
Two semester hour course	3

This rule does not relieve the student of the responsibility to drop any course the student decides not to complete after registering for the course.

GRADING

AVAILABLE GRADES

For most classes, the law school uses a letter grade system as reflected below. The chart below also shows the point value equivalents of each of the grades.

A. Grade Definition and Structure

Letter Grade =	Honor Point:	Definition
A	4.00	Excellent
A-	3.67	Intermediate
B +	3.33	Intermediate
B	3.00	Good
B-	2.67	Intermediate
C +	2.33	Intermediate
C	2.00	Satisfactory
C-	1.67	Intermediate (Does Not Apply to Substantive First Year Courses)
D +	1.33	Intermediate
D	1.00	Marginal
D-	0.67	Intermediate
F	0.00	Failure

I (Incomplete) A failure to demonstrate the required competence because:

- 1) Student has an excused failure to take exam, or

- 2) Student has been granted an extension of time by the professor in a seminar or other courses where the grade on the paper will constitute a significant percentage of the final grade.

R =(In Progress) A grade designation given in multiple-semester courses at the end of the fall semester. It is not included in grade point computation.

S =(Satisfactory) This grade can be given only upon the approval of the Academic Standing Committee and the Dean, and shall not be included for the purpose of

measuring the cumulative average, but shall be included for the purpose of credit hour requirements.

W =(Withdrawal) An administrative decision by the professor of the course in conjunction with the Office of the Dean that the student has failed to satisfy either minimum or maximum course loads or minimum attendance requirements as specified herein at Article III Sections 1 A, and B and Article III Section 4 A 1. This grade must also be given where a student withdraws from a course in which withdrawal is permitted. Such withdrawal from a course, or courses, must comply with deadlines and procedures prescribed by law school and University Regulations.

B. Grade Guidelines

1. Second year required courses except Trial Simulation

Each faculty member is expected to follow a grading pattern in each course by which the mean grade point average for second year required courses range from 2.50 to 2.75. Compliance is subject to review by a committee consisting of the Dean and two faculty members.

2. Lawyering Process I and Lawyering Process II

Each Faculty member is expected to follow the following grading pattern in Lawyering Process I and Lawyering Process II.

“A”	10-13%
“B”	25-34%
“C”	35-45%
“D/F”	0-08%

3. First Year Uniform Exams and First Year Grading Curve

The First Year Uniform Exam Policy was adopted to mimic the testing format of courses tested nationally on the “multi-state” portion of bar examinations and to insure fairness to students because it prevents significant grading pattern differences

by first year professors. Hence, students with the same admission credentials have the same opportunity to excel, do average work, or fail no matter which section (currently four sections) the law school assigns them. The system was based upon a distribution of letter grades that mirrored the average distribution of letter grades, actually given to the entire first year class, at the law school, for the three years prior to its adoption (A range ó 9%; B range ó 33%; C range ó 52%; D range ó 5%; F range ó 1%). This decision avoided controversy over establishing a new grade distribution, and the implications the change might have with regard to altering our first year attrition rate. Grading curves are commonly used in other law schools and other disciplines.

Finally, and significantly, the Faculty recognized that to avoid institutionalizing even our current pattern of failing grades, a policy should be adopted that insured, that if the quality of our student body improved, no automatic percentage of the grades must be ðDö or ðFö. This was done by identifying certain raw scores, attainment of which would insure any student who achieved such a score, a öCö, öBö, or öAö grade. The first year attrition rate has been 9.4% for 2007.

PROCEDURES

First year students at Thurgood Marshall School of Law (TMSL) are graded as follows in courses other than Lawyering Process. Professors assigned grades to the students in their sections on the basis of students' scores on one or more essay/multiple choice tests and possibly other criteria unique to their section (such as classroom participation). Professors vary considerably in the scale of measurement they used to report grades; e.g., 1.0 to 4.0, 0 to 100, etc. The professors' grade counts 50 percent toward a student's final total score in a course.

The remaining 50 percent is based on the student's score on a 60-item multiple-choice test. This test is constructed by the professors who teach the courses. All the students in a course take the same multiple-choice test at the same time, regardless of

their section. A student's raw score on the multiple-choice test is the total number of questions answered correctly.

The following procedures are used to create a total score for a course:

1. The raw multiple-choice scores are converted to a scale of measurement that had a mean of 50 and a standard deviation of 10.
2. The professor's grades in a section are converted to a scale of measurement that had the same mean and standard deviation as those student's scaled multiple-choice scores.
3. A student's total scale score in a course is the sum of that student's scaled multiple-choice score and scaled professor grade.

The distribution of total scale scores is divided into score ranges to produce the percentage of A's, B's, C's, D's, and F's that were consistent with Thurgood's policies for this course. The B's, C's, and D's are further divided into three groups to allow for the assignment of plus and minus grades. The A's are divided into 2 groups, A and A- and the C's into C+ and C. The F's are not divided.

C. Basis of Grades

Class participation and class attendance (subject to the parameters of the Law School's policy on class attendance) may be taken into consideration in determining final grades provided that notice is given to the students in the course syllabus during the first week of classes. A final examination, midterm examinations, papers, and class work, or any combination of these, may contribute to a final grade, as long as the basis for a grade is described in the course syllabus.

EXAMINATIONS

A. ATTENDANCE

1. Required

A student is required to be present for all scheduled examinations at the time and place prescribed. Any student who has not withdrawn from a course, or has not received an excused absence, and who fails either to attend an examination or fails to submit an answer shall receive the grade of F.

2. Special Provisions for the Disabled

If a Student is disabled, the student must apply for accommodations at the beginning of the semester and provide proper documentations for review and approval. Any student, whether temporarily or permanently disabled, must follow the specific procedures in the Student Accommodations Handbook. If necessary, the student and the professor through the Office of the Dean shall make suitable arrangements for the taking of the examination. To the extent possible, such an examination is to commence at the same time as the scheduled examination. Under all circumstances, the School of Law must provide reasonable accommodations for the student with a disabled condition.

3. Types of Examinations

- (a) Standard Examination ó standard examination is one conducted in the School of Law at a time and place regularly scheduled by the Office of the Dean. All students enrolled in the class, must take the examination at the same time and place. Students wishing to type the examination shall take the examination in a location arranged by the Office of the Dean.
- (b) Take Home Examination - A take home examination is written at any location not prohibited by the instructor. The student picks up the examination and returns it at a specific time fixed by the instructor and the Office of the Dean that falls within the regular examination period, subject to limitations of paragraph 5, below.
- (c) Floating Examination - A floating examination is written at any location not prohibited by the instructor. Each student enrolled in the class can pick up the examination at any time within the reading or examination period. The student returns the examination within the time period allotted by the instructor (but no longer than 24 hours).

Take home and floating examinations may not require a period of more than 24 hours to complete. In no event shall the time period allotted for completion be such as to require the student to return the examination at an hour when the School of Law's administrative offices are not regularly open.

4. Proctoring and Grading

Examinations may be given pursuant to such proctored or honor system as the faculty may determine. All course examinations, including take home and floating examinations are to be graded anonymously.

5. Postponed Examination

- (a) General: A student will be permitted to postpone an examination only after securing approval from the Office of the Dean and, whenever possible, from the course instructor. Such approval will be granted only on the basis of extremely compelling justification.
- (b) Illness: Extremely compelling justification includes serious illness. When a student wishes to postpone an examination for medical reasons, he/she shall be required to provide the Office of the Dean with certification of serious illness by a medical doctor. A student who becomes seriously ill during the examination period and is for that reason unable to take a scheduled examination must make all reasonable efforts to inform the Office of the Dean and, whenever possible, the course instructor before the examination.
- (c) Completing Postponed Examinations: Normally, the student shall be required to take the postponed examination as soon as possible, as determined by the Office of the Dean in consultation with the course instructor. If the examination is not taken and graded before the deadline for submitting grades, the student shall receive a grade of "incomplete."
- (d) Unauthorized Postponement: Any student who has not received permission to postpone a scheduled final examination, or who fails to appear without giving adequate justification, shall receive a grade of "F."
- (e) Retention of Examination Papers: All examination papers must be deposited with the Office of the Dean within two (2) weeks of the date final grades are submitted to the Registrar. Once deposited, the Office of the Dean shall retain examination papers for one year, or until the examined law student graduates, whichever occurs later.

B. Final Examination Notice

The Office of the Dean shall be responsible for publishing a schedule of all final examinations detailing the courses, by name and number, instructor, room assignment and date.

C. Examination/Evaluation Review Process

A student may request a review and consultation regarding his/her evaluation and performance with his/her instructor. All grade change requests should be made to the Academic Standards Committee. Due diligence should be demonstrated in applying for grade changes. All grade change requests must be made for all courses taken and all grades received in the fall semester by the later of the two dates: March 15 or 30 days after the grades have been posted. For all courses taken and grades received in the spring semester

or summer session by the later of October 1 or 30 days after the grades have been posted. Grade change requests for fall semester grades in any first year continuing course must be made by the deadline listed above for fall semester grades. Neither the Office of the Dean nor the Academic Standards Committee shall have authority to act on a petition after the time limitations have passed.

GRADE CHANGE

Grade Changes

The Law School's Academic Standards guidelines provide that after course grades have been turned in to the Law School, no changes may be made except with the permission of the Academic Standards Committee. The Committee will freely allow changes in the case of a grade which was incorrectly given as a result of arithmetical, administrative, or other "mechanical" error. Other grade changes will only be permitted upon recommendation of the Academic Standards Committee.

Please be aware that students may attempt to persuade you to make a grade change, but all grade changes are made only by the Academic Standards Committee. Please inform the students that Law School policies do not permit you to change grades and/or refer the student to the Associate Dean for Academic Affairs. Any student who believes that he has received an improper grade may request the professor to change his grade. Once the grades have been submitted to the Dean's Office, the following procedures must be followed:

1. Professor Initiated Grade Change

- (a) Computational or Clerical Error - The professor must submit, with written explanation, any grade change based on computational or clerical error to the Office of the Dean. The Office of the Dean shall either record the change, or determine that the recommended change is substantive, rather than computational or clerical, in which event the change will be forwarded to the Academic Standards Committee. The Office of the Dean shall notify the professor, in writing, of the action taken.
- (b) Error Based on Substantive Analysis of Paper - The professor must submit to the Academic Standards Committee any grade change based on substantive evaluations, accompanied by a specific explanation in writing, indicating that the error is inconsistent with the grading standards applied to the other members of the class. The Academic Standards Committee shall forward its recommendation, by majority approval, to the Dean's Office.

2. Student Initiated Grade Change

A student may petition the Academic Standards Committee for a grade change by following the procedures and submitting a written petition that meets the Committee's

procedures and guidelines requirements for Student Petitions for Grade Changes. The Committee may recommend a grade change to the Dean only where it can be shown by clear and convincing evidence that:

- (a) A computational or clerical error has been made and the faculty member and/or the Dean's Office has refused or failed to make an appropriate correction under the rules;
or
- (b) The grade assigned by the professor is grossly and arbitrarily inconsistent with grading standards applied to other members of the same class. In the event the Committee should determine a grade change is appropriate, the only remedy is a grade change to **S**.

3. Time Limitation

Petitions for grade changes, either professor or student initiated must conform to one of the following time limitations, whichever is later. Neither the Dean's Office nor the Academic Standards Committee shall have the authority to act on petitions submitted after the time limitation has passed.

- (a) Grade changes for courses taken in the Fall Semester of the academic year - March 15 of the following spring semester.
- (b) Grade changes for courses taken in the Spring Semester or Summer Session of the academic year - October 1 of the following Fall Semester.
- (c) Within 30 days after the grades have been posted on the official law school bulletin board.

GENERAL PROCEDURES

Secretarial Services

Each year, a faculty secretary (adjunct) is assigned to assist the adjunct faculty. This individual can assist with ordering supplies, copying, typing (exams, etc.), and other administrative matters. Generally, a three day notice is required for copies. Additionally, the secretary can also request copies (and teacher's manuals, if available) of books from the publishers for adjuncts. The Law School's administrative secretary (in the Dean's office) will also order your required books, through the bookstore, for your students. Please provide the secretary with your booklist. Additionally the secretary will also post notices on the Law School Board. **DO NOT tape notices on classroom or office doors.**

OFFICE SPACE

Generally, TMSL will provide a shared office, phone, and computer for adjunct faculty. Office space is subject to availability.

IMPORTANT PHONE NUMBERS

SWITCHBOARD 713-313-4455
ADJUNCT SECRETARY 713-313-4476
DEAN'S OFFICE 713-313-1076
DIRECTOR OF ADMINISTRATION 713-313-7453
RECORDS COORDINATOR 713-313-1141
DEAN OF STUDENT AFFAIRS 713-313-4468
CAREER SERVICES 713-313-7158

MAILBOXES

Adjuncts are assigned mailboxes. All Law School related information (class roster, drop add info, course schedule, etc.) is placed in your mailbox. Therefore, you are responsible for checking your mailbox on a regular basis.

ADJUNCTS' ADDRESSES/OTHER INFORMATION

Adjunct Professors are required to provide the Office of the Dean with their correct phone number and mailing address. This information is necessary so we can contact the Adjunct Professor with law school related information, schedule changes, unexpected class cancellations, etc. Adjuncts are listed in the Faculty-Staff Manual.

LAW SCHOOL FUNCTIONS

Adjuncts are not required to attend regular (full-time) faculty meetings, commencements, convocations, or hoodings. Nevertheless, adjuncts may attend these functions if they are inclined.

INFORMATION AND TECHNOLOGY/MEDIA SERVICES

All classrooms are equipped with LCD projectors and any other peripheral equipment can be requested for use by the Adjunct professors during their class period. Adjunct faculty members are free to bring their own laptop equipment to be used in most classrooms. Adjunct faculty members are asked to contact the IT Department prior to the first class meeting to configure the laptop to ensure that it will function with classroom equipment and with the school network. For more information or training on use of any equipment, please call the Office of Information Technology Help Desk at (713) 313-1120.

PLEASE NOTE

If you have questions that have not been answered herein, please consult the Faculty-Staff Information Manual or call the Dean's Office.

DISCLAIMER

The Adjunct Professor Information Guide is **NOT** a contract. Its purpose is to provide adjunct faculty with basic information about the Law School. This Guide does not supplant the Thurgood Marshall Faculty-Staff Information Manual (Faculty Information Manual). The Faculty Information Manual provides additional details about Law School policy. If the Adjunct Professor Information Guide does not address an issue, you are advised to seek assistance from the Office of the Dean.

Note: Some of the material contained in this manual was acquired from manuals written for other law schools and reprinted with their permission.

**TELEPHONE
SERVICES
&
DIRECTORY**

TELEPHONE SERVICES

1. OPERATING INSTRUCTIONS

1. Call Forwarding All Calls

(To have all your incoming calls ring at another phone)

To activate ó Press **CFwdAll** button- dial extension - Hear confirmation (3 tones) - your calls will be forwarded.

To cancel - Press **CFwdAll** button.

2. Call Hold

(To place a call on hold)

To hold a call - depress **HOLD** button.

3. Conference Call

(To another party to existing call)

Press **Confrn** - Dial extension - Upon pickup press **Confrn** - Your party is connected.

4. Transfer

To transfer a call to a third party - Press **Transf** - dial extension ó Press **Transf** - Call is transferred.

2. FAX MACHINE

The fax machine is located in room 223. Due to the high cost associated with fax transmissions, transmittals will be limited to official law school use.

3. LONG DISTANCE CALLS

All long distance calls for university business may be placed from any office with an authorization code. If you do not have a long distance authorization code, you will need to contact the Dean.

4. MESSAGES

Please utilize the voice mail system for your messages. In order to transfer your telephone to another extension for messages, please transfer all lines to the law school's receptionist at extension 4455. The law school's receptionist extension is manned between the hours of 8:00 a.m. - 5:00 p.m. Monday through Friday. All messages upon receipt are placed in respective boxes.

5. TELEPHONE SERVICE/ REPAIR

In the event of stolen or out-of-order telephones, please report to the Technology department.

UNIVERSITY PHONE NUMBERS

Admissions	7071; 7183;7471
Bookstore	7030; 7031
Bursar	7871; 6516
Cafeteria	4489; 1919; 1300
Jazzmanø (basement)	4498
Copy Center	4280
Development, Office of	1861
Facilities & Planning	7300; 1836
Financial Aid	7071
General Counsel	7950
Human Resources	7521
Maintenance	7090
Media Relations	7456; 7404
Parking Permits	7000; 4434
Payroll	7883; 7060; 7379
Post Office	7032
Presidentø Office	7035; 1092
Print Shop	4280;6881;7687
Center	6810; 6885
Student Life Center.....	7069; 7068
Switchboard	7011
Testing Center	7500; 7545
Ticket Sales	7030
University Police	7000
Warehouse	7779
Weekend College/ Continuing Education.....	7224

FAX NUMBERS

Academic Affairs	1999
Business	7701
Chemistry	7824
Education, School of.....	1093
Fiscal Affairs	1097
General University Academic Center.....	1056
Graduate School	1876
Health Sciences	1094
Institutional Effectiveness.....	1095
Law School	1049
Library	1875
Pharmacy, School	1091
Technology, School of.....	1853
University Counsel.....	1906

BOOKS

Listed below are publishing companies frequently used by the School of Law along with bookstores where law students usually purchase their books. All book lists should be submitted to the Office of the Dean as soon as the schedule is published.

PUBLISHING COMPANIES

Aspen Publishers **1-800-950-5259**
7201 McKinney Circle Fax: 800-901-9075
Frederick, Maryland 21704..... www.aspenpublishers.com

Michie Publishing Co/Lexis Nexis **1-800-542-0957**
P. O. Box 7587
Charlottesville, VA 22906

The Foundation Press, Inc. **1-877-888-1330**
1-516-832-6957 (Fax)
395 Hudson Street
New York, NY 10014

Matthew Bender & Company (Judy Shap) **800-833-9844**
c/o Irwin..... (Local)1-800-344-3730 x4143
Faculty Service Dept.
1818 Ridge Road
Homewood, IL 60430

West Publishing Company.....**1-800-313-9378**
610 Opperman Dr (Fax) 612-687-4464
P. O. Box 64526
St. Paul, Minnesota 55164

Anderson Publishing Company **1-800-833-9844**
2035 Reading (Fax) 513-562-5430
Cincinnati, Ohio 45202

BOOKSTORES

Texas Southern University.....**713-313-7030**
Sterling Student Life Center
Campus

Rothers Bookstore.....**713- 659-2665**
3503 Elgin St. Houston, Texas 77004

LAW SCHOOL FACULTY AND STAFF

Aitsebaomo, Gabriel; Assoc. Dean & Professor.....Room 223D; Ext. 1127

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