

Standard Operating Procedure for Approving Academic Conferences

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This document sets forth the standard operating procedure for selection of academic conference proposals. It was drafted by Associate Dean for Research Evan Lee in consultation with General Counsel Elise Traynum and Academic Dean Shauna Marshall, and effectively codifies practices that have been adhered to since 2007.

1. Each year where funding is available, the Academic Dean and Research Dean shall send out a memo to all faculty (except adjuncts) soliciting ideas for academic conferences. Ideally, this memo should be sent out on or before May 15 and the deadline for submissions should be no later than June 15.
2. The Academic Dean, in consultation with the Research Dean, shall select among the proposals to decide which ones shall be funded. The criteria for selecting among proposals shall include the following:
 - a. The conference covers matters that are the subject of legitimate academic inquiry and is not merely a forum for political, social, or religious advocacy;
 - b. Any external co-sponsors are appropriate for an academic conference and not purely political, social, or religious action organizations;
 - c. The proposer is someone who has demonstrated sufficient organizational ability;
 - d. The subject matter is likely to be of interest to a large number of faculty, students and/or members of the bar and general public;
 - e. The proposal is specific and well thought-out, with a realistic and detailed draft budget;
 - f. The proposal shows potential for recapturing some of the costs through offsetting revenues.

Of the above criteria, (a), (b), and (c) are mandatory. Fulfillment of the remaining criteria enhances the chances of approval, but is not strictly necessary