

# 2015 LAW SCHOOL CAREER SERVICES SURVEY

This survey collects information that you want to know and is the basis for the only national benchmarking report on career services salaries, and staffing levels. The value of this biennial report depends on your participation in the survey, and is entirely a function of the amount of information received. Please help yourself and your colleagues by completing the survey now. The full report will be available online later this year on a password-protected page on NALP's website. Members will be notified when the report is available. Information should reflect status as of May 1, 2015, or the 2014-2015 academic year, as appropriate. All information submitted will remain confidential and no analyses that would reveal the identity of an individual law school will be published. Note that the survey does not ask the name of your school, only the location and size, information which is used to group schools for analysis.

Please direct any questions concerning the survey to Judith Collins, NALP's Research Director, at 202-835-1001 or [jcollins@nalp.org](mailto:jcollins@nalp.org). Return your completed survey by **June 12, 2015** to NALP, Attention: LSCS Survey, 1220 19th Street, NW, Suite 401, Washington, DC 20036-2405.

**THANK YOU FOR YOUR PARTICIPATION!**

## I. GENERAL LAW SCHOOL AND OFFICE CHARACTERISTICS

- |   |  |
|---|--|
| <p>1. Law School Type</p> <p><input type="checkbox"/> Private (affiliated with a private college/ university or a free-standing school)</p> <p><input type="checkbox"/> Public (affiliated with a state college or university)</p> <p>2. City and State _____</p> | <p>3. Fall 2014 JD enrollment (all classes)</p> <p style="padding-left: 40px;">Full-time/day students _____</p> <p style="padding-left: 40px;">Part-time/evening students _____</p> <p style="padding-left: 40px;">Fall 2014 LLM enrollment _____</p> <p>4. What is the formal name of your career services office?<br/>(e.g., Office of Career Services)</p> <p>_____</p> |
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## II. STAFFING AND SALARIES

5. Please provide information on the number of staff — professional, support, and temporary — in your career services office as of May 1, 2015, unless otherwise specified.

Professional staff include those with day-to-day responsibility for career services activities. This count should not include assistant or associate deans who have only oversight responsibilities, not daily participation in career services. Support staff include administrative assistants, secretaries, receptionists, and clerical staff.

	Full-time	Part-time
Professional—regular payroll		
Support staff		
Student assistants		
Fall 2014		
Spring 2015		
Summer 2015 (anticipated)		

6. Of the part-time professional staff reported in question 5, how many are part-time counselors or advisors? If your office does not have any part-time counselors or advisors, please write "none" or "0".
- \_\_\_\_\_
7. Does your office have a staff position whose duties primarily encompass employer outreach?  
 Yes     No
8. Does your office have a staff position whose duties primarily encompass alumni counseling?  
 Yes     No
9. Choose the item below that best describes how responsibility for judicial clerkship advising is structured at your school.
- NA — clerkship advising is independent of CSO (e.g., faculty committee)
- Responsibility for clerkship advising is divided among multiple CSO staff
- One person in the CSO has primary responsibility for clerkship advising (please provide that person's title):
- Title: \_\_\_\_\_

10. If your school has LLMs, who provides LLM counseling?  
 Designated CSO staff  
 Any available CSO counselor/staff  
 LLM office/program staff person  
 Other, e.g., faculty (specify) \_\_\_\_\_
11. Does your law school offer any additional (non-LLM) master's degrees, e.g., a one-year master's degree in law or legal studies (MLS)?  
 No     Yes
- If yes, who provides career services to these students?  
 Designated CSO staff  
 Any available CSO counselor/staff  
 Another office in the law school, e.g., the MLS program office  
 Graduate career center outside of the law school  
 Other (specify) \_\_\_\_\_
12. Who provides public interest/government counseling?  
 Designated CSO staff  
 Any available CSO counselor/staff  
 Staff in separate public interest office  
 Other (specify) \_\_\_\_\_

13. **Please provide the information requested in the grid on page 3 for each full-time professional staff member in your office**, as of May 1, 2015. Start with the primary professional, that is the person with day-to-day responsibilities for office operations (typically the associate dean, assistant dean, or director.) Then list additional professional staff in rank order by title. Please provide full titles, e.g. Director of Career Services and Professional Development. (**See sample grid on page 4.**) Use as many lines as needed to list professional staff. If you are a solo or small office you will only be reporting one or two positions; a large office will be reporting many more. **Do not include any part-time staff reported in items 5 and 6.**

Note that full-time refers to each individual's job as a whole, even if not all time is spent on career services activities. If a position is vacant but hiring is authorized, please provide the title, the expected salary, and indicate that the position is vacant.

Years in field refers to years as a legal career professional with either a legal employer, a law school, or as a private career coach. Do not include time spent as a practicing attorney or as a head hunter.

NALP guarantees the confidentiality of all information provided. Antitrust and consent decree concerns about providing salary information are not applicable in the context of this survey. Although the Sherman Act forbids agreement between two or more entities that would result in restraint of trade, both the Federal Trade Commission (FTC) and the courts have recognized that the need of competitors to have benchmark information concerning prices is legitimate. In September 1993 the U.S. Department of Justice and the FTC issued a joint policy statement on price or compensation surveys. This survey and the resulting report meet all the requirements specified in the joint policy statement.



## Sample Grid

Professional:	#	Full title	JD? (Y or N)	Other advanced degree completed	Salary	# Years in present position	# Years in field (both school and employer experience)	Experience as a practicing attorney? (Y or N)	Percentage of time devoted to career counseling (choose one only for each staff person who provides counseling)				Percentage of time spent on graduate employment data collection/documentation/reporting (Choose one only for each staff person who spends time on this)				
									Less than 25%	26-50%	51-75%	More than 75%	Less than 25%	26-50%	51-75%	More than 75%	
	# 1	Assistant Dean for Career Services	Y		\$85,000	5	10	N	X				X				
	# 2	Director of Career Services	Y	MSW	65,000	4	4	Y		X				X			
	# 3	Associate Director for Employer Outreach	Y		55,000	5	5	Y						X			
	# 4	Associate Director for Recruiting	N	MSW	55,000	3	3	N						X			
	#5	Assistant Director/Private Sector Advising	N		50,000	1	1	N						X			
	#6	Assistant Director/Public Sector Advising	Y		50,000	1	1	Y						X			
	#7	Counselor/advisor	Y		47,000	3	7	Y						X			
	#8	Recruiting Coordinator	N		45,000	1	1	N									

13. Which professional above has primary responsibility for graduate employment data collection, documentation, and reporting? Report by number, e.g., Professional #2. Professional #1

14. To whom does the primary career services professional (the individual identified on the first line of the grid in question 12) report directly? That is, who is his or her immediate supervisor?
- Law school Dean
  - Law school Associate Dean
  - Law school Assistant Dean
  - Other law school administrator (specify) \_\_\_\_\_
  - Other (specify) \_\_\_\_\_

For the individual(s) identified above, which other departments/offices of the law school also report to that individual? (check all that apply)

- All other offices
- Admissions
- Registrar
- Student services
- Financial aid
- Development
- Business/Finance
- Other (specify) \_\_\_\_\_

15. Which of the following has your office experienced since the 2013 survey? (check all that apply)

- Position(s) in the office eliminated
- Position(s) in the office added
- Office budget reduced
- Office budget increased
- Travel authority/budget reduced or eliminated
- Travel authority/budget increased
- Decrease in funds for staff professional development/conferences
- Increase in funds for staff professional development/conferences
- Other (specify) \_\_\_\_\_

Please share any significant changes, challenges, or enhancements that have affected the operations or mission of your office since the 2013 survey.

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Please return the completed survey by

**June 12, 2015** to

NALP, Attention: LSCS Survey  
1220 19th Street, NW, Suite 401  
Washington, DC 20036-2405

**THANK YOU FOR YOUR PARTICIPATION!**

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