

2017 Law School Career Services Survey

SURVEY DUE DATE

June
9
2017

Questions: Contact Judith Collins, NALP Research Director, at (202) 835-1001 or jcollins@nalp.org.

As always, your data are completely confidential. No information about your school specifically — or that could be attributed to your school — will be published.

ABOUT THE 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, 2017, or the 2016-2017 academic year, as appropriate. All information submitted will remain confidential and no analyses that would reveal the identity of an individual or an individual law school will be published.

Please enter your school code (provided in the transmittal email) where requested below. The code will be used only to assist NALP in following up with non-respondents. The location and size information requested will be used to group schools for analysis.

Thank you for your participation!

I. GENERAL LAW SCHOOL AND OFFICE CHARACTERISTICS

School Code: _____

1. Law School Type:

Private (affiliated with a private college/university or a free-standing school)

Public (affiliated with a state college or university)

2. City and State: _____

3. Fall 2016 JD enrollment (all classes):

Full-time/day students _____

Part-time/evening students _____

Fall 2016 LLM enrollment _____

4. What is the formal name of your career services office? (e.g., Office of Career Services):

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, 2017, 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, and 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 2016		
Spring 2017		
Summer 2017 (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” (zero).
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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:

One person in the CSO has primary responsibility for clerkship advising (please provide that person’s title): _____

Responsibility for clerkship advising is divided among multiple CSO staff.

N/A – Clerkship advising is independent of CSO (e.g., faculty committee).

10. If your school has LLM students, who provides LLM counseling?

Designated CSO staff

Any available CSO counselor/staff

LLP 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)?

Yes

No

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

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 6 for each full-time professional staff member in your office, as of May 1, 2017.

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 5.) 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.

QUESTION 13. EXAMPLE

Professional:	Full title	JD? (Y or N)	Other advanced degree completed	Salary	# of Years in Present Position	# of 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	X			
#6	Assistant Director/ Public Sector Advising	Y		\$50,000	1	1	Y				X	X			
#7	Counselor/Advisor	Y		\$47,000	3	7	Y				X	X			
#8	Recruiting Coordinator	N		\$45,000	1	1	N								

FILL OUT THIS TABLE WITH YOUR DATA:

Professional	Full Title	JD? (Y/N)	Other advanced degree completed?	Salary	# years in present position	# years in field (both school and employer exper- ience	Experience as a practicing attorney? (Y/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/documen- tation/reporting (choose one only for each staff persona who spends time on this)			
								<25%	25-50%	51-75%	>75%	<25%	25-50%	51-75%	>75%
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Which professional above has primary responsibility for graduate employment data collection, documentation, and reporting?
Report by number, e.g., Professional #5.



14. To whom does the primary career services professional (the individual identified on the first line of the grid in Question 13) report directly? That is, who is his/her immediate supervisor?

Law School Dean

Law School Associate Dean

Law School Assistant Dean

Other law school administrator (specify): _____

Other (specify): _____

15. 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): _____

16. Which of the following has your office experienced since the 2015 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): _____

COMMENTS

Please share any significant changes, challenges, or enhancements that have affected the operations or mission of your office since the 2015 survey.

Thank You!

Please return your survey by June 2, 2017. Mail your survey to:

**NALP 2017 Law School Career Services Survey
1220 19th Street NW, Suite 401
Washington, DC 20036-2405**

- Use the “Print Form” button below to print as a blank form to complete manually, or to print your filled out form, and snail mail directly to the address above
- Use the “Submit Form” button below to automatically email jcollins@nalp.org (this feature will create an email attachment of your form). Only press submit when your form is complete and ready to send. Do not alter the contents of the email recipient address, subject line, or email body.

Thank you for helping NALP compile this report. Your time and willingness to contribute to this report really make a difference!