

**BOARD OF TRUSTEES  
UNIVERSITY OF THE DISTRICT OF COLUMBIA  
UDC RESOLUTION NO. 2022 - 18**

**SUBJECT: EXECUTIVE APPOINTMENT OF TWINETTE JOHNSON, PROFESSOR OF LAW AND ASSOCIATE DEAN FOR ACADEMIC AFFAIRS, AS INTERIM DEAN FOR THE UNIVERSITY OF THE DISTRICT OF COLUMBIA DAVID A. CLARKE SCHOOL OF LAW**

**WHEREAS**, pursuant to D.C. Code §38-1202.06(C)(3), the Board of Trustees is authorized to operate a public law school component, establish or approve policies and procedures governing admissions, curricula, programs, graduation, the awarding of degrees, and general policy making for the components of the University; and

**WHEREAS**, pursuant to 8B DCMR §210.1, the President is authorized to make executive appointments to designated positions in the Educational Service, in accordance with the provisions of 8B DCMR §§210 through 212; and

**WHEREAS**, the current Dean of the University of the District of Columbia, David A. Clarke School of Law (the "Law School") has resigned her position effective July 31, 2022, creating a vacancy in that position; and

**WHEREAS**, pursuant to 8B DCMR §210.2, each person selected by the President for an executive appointment shall be qualified based on a description of their position or their roles and responsibilities and shall be approved by the Board through the Operations Committee; and

**WHEREAS**, pursuant to 8B DCMR §208.1, the Board determines executive compensation for administrators and non-administrators at Grade Level 1A and above, upon recommendation of the President through the Operations Committee or appropriate committee as determined by the Board Chair; and

**WHEREAS**, pursuant to 8B DCMR 213, Professor Twinette Johnson has been recommended to serve as the Interim Dean of the Law School based on her knowledge of law, experience as an executive administrator of the Law School, and past accomplishments; and

**WHEREAS**, after review of her credentials, it has been determined that Professor Johnson is qualified to serve as Interim Dean of the Law School and that the recommended salary adequately reflects the job duties and experience.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the University of the District of Columbia approves the executive appointment of Professor Twinette Johnson as the Interim Dean of the Law School, effective August 1, 2022, consistent with the terms and conditions of her appointment letter.

Submitted by the Operations Committee:

June 15, 2022

Approved by the Board of Trustees:

June 28, 2022

Handwritten signature of Christopher D. Bell in cursive script.

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Christopher D. Bell  
Chairperson of the Board

UNIVERSITY OF THE  
DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF ACADEMIC OFFICER

LAWRENCE T. POTTER, JR., Ph.D.  
CHIEF ACADEMIC OFFICER

MEMO

TO: Ronald Mason, Jr., J.D.  
President

FROM:   
Chief Academic Officer

RE: Recommendation and Justification to appoint Dr. Twinette Johnson as Acting Dean of the UDC David A. Clarke School of Law

DATE: June 6, 2022

On May 14, I received notice from Dean Renee Hutchins that she accepted an offer to become the new Dean of the Maryland Carey School of Law in August 2022.

Professor Hutchins has served the University with distinction since her arrival in 2019. Her decision to move to the University of Maryland will create a vacancy that needs to be filled by executive appointment. You and the Board of Trustees must approve executive appointments.

After careful review of the current leadership and faculty, I am recommending Dr. Twinette Johnson for the position of Acting Dean, effective August 1, 2022, at a salary of \$214,456. Dr. Johnson is the appropriate choice to lead UDC Law during this transitional phase based on her knowledge of the Dean's Office, current experience as Associate Dean for Academic Affairs, previous experience as Director of Academic Success, and teaching experience. She has played a significant role in the recent bar pass rate and demonstrated the capacity to be a strategic and decisive leader, team player, and collegial administrator who advocates for student success.

Dr. Johnson brings significant experience as a law school professor and administrator and expertise in bar preparation programs, academic success, law school accreditation, and professional preparation for law students. On May 25, I met with Law School faculty and staff to discuss the transition, search process and timeline, and our full support of Dr. Johnson to serve as Acting Dean.

There is no fiscal impact associated with appointing Dr. Johnson as Acting Dean in the School of Law. The funding for this position will come from the appropriated funds allocated to the position when Dean Hutchins vacates it. A search for a new Law School Dean is underway, and a proposed timeline has been included in the Board packet. When a new Dean is selected and appointed, Dr. Johnson will return to her current position as Associate Dean for Academic Affairs and Professor of Law.



Ronald F. Mason, Jr.  
*President*

Twinette Johnson, J.D., Ph.D.  
4340 Connecticut Ave NW  
Washington, DC 20008

June 7, 2022

Re: Executive Appointment, Acting Dean, UDC David A. Clarke School of Law

Dear Dr. Johnson:

Pursuant to 8B DCMR §§210 through 212, I am pleased to offer you an executive appointment as Acting Dean of the UDC David A. Clarke School of Law, effective August 1, 2022, pending and subject to the approval of the Board of Trustees. Pursuant to District of Columbia law, this executive appointment as Acting Dean, School of Law is “at-will,” which means you will serve at the pleasure of the President.

As Acting Dean, you will perform the duties and responsibilities of the position as directed by the Chief Academic Officer. The annual salary for this position is \$214,456 (Grade 1, Step 3) on the Non-Union Administrative Service Salary Schedule. You will be fully eligible for cost-of-living increases in accordance with applicable University policy.

You will continue eligibility for and may participate in the University of the District of Columbia health insurance, life insurance, retirement, and disability programs in the same manner and under the same conditions as regular administrative employees hired on or about the date of this appointment. The University will contribute seven percent (7%) of your salary to your Teachers Insurance Annuity Association (TIAA) retirement account. Your leave accrual rates are as follows: annual leave accrual, seven (7) hours per pay period, and sick leave accrual, four (4) hours per pay period. If you have questions regarding the continuation of your benefits, please schedule an appointment with our Benefits Specialist, [benefits@udc.edu](mailto:benefits@udc.edu).

Please indicate your acceptance of this offer by signing and returning this letter to [dominique.jackson@udc.edu](mailto:dominique.jackson@udc.edu) by June 13, 2022. You may contact Dominique Jackson at 202-274-5380 if you have questions concerning any aspect of this employment offer letter.

Sincerely,

Ronald F. Mason, Jr.  
President

cc: Dr. Lawrence Potter, Chief Academic Officer  
Dr. Monique Guillory, Interim Vice President, Human Resources  
Official Personnel File

I accept the terms and conditions of the foregoing executive appointment as Acting Dean of the UDC David A. Clarke School of Law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## University of the District of Columbia

### Job Classification Description

**Job Title:** Dean, David A. Clarke School of Law

FLSA: Exempt

**Grade: AD-301-2A**

#### **GENERAL DESCRIPTION OF THE JOB:**

The incumbent functions as Dean, David A. Clarke School of Law, Office of the Chief Academic Officer/Provost, University of the District of Columbia. The incumbent functions under the administrative direction of the Provost and Vice President, Academic Affairs. Assignments are generally broadly defined. The incumbent is required to assume the responsibility for planning, coordinating and carrying-out the program and is required to inform the Provost and Vice President, Academic Affairs of progress as appropriate. Completed assignments are examined for compliance with board policy of the university.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Provides and promotes academic leadership of the school.
2. Provides oversight of the administration of programs and curriculum
3. Markets the school's programs and activity recruit students and faculty
4. Maintains the school's compliance with accrediting bodies and professional standards
5. Acquires and allocates resources
6. Facilitates the acquisition of grants and contracts
7. Plans in consultation with faculty, students and staff, short-term and long-range programs and activities that promote the vision and achieve the mission of the School.
8. Recruits, employ and develops a cadre of high, competent administrative, supervisory and management staff.
9. Manages academic program performance in the School of Law by providing guidelines and evaluating the success of educational programs. In this capacity, reviews proposed new courses and programs revision of existing courses or programs, deletions of courses or programs, recommends appropriate changes to the Provost and Vice President, Academic Affairs. Specifies criteria and approves schedule of classes including course offerings and number of sections, ensures quality standards of instruction in the college, monitor student recruitment, enrollment and retention for the School of Law.
10. Manages the establishment and adherence to a strategic plan pertinent to achieving full accreditation.
11. Manages personnel employed by the School of Law. This requires developing performance objective and standards for administration and clerical staff reporting

directly to the Dean, monitoring and evaluating subordinate's performance using appropriate University procedures reviewing recommendations from subordinate supervisors concerning staff personnel matters, exercising leadership in planning and providing faculty and staff development opportunities within budget constraints, appointing faculty and staff to School of Law and university committees and assuming prime responsibility for recruiting staff consistent with university recruiting and affirmative action policies.

12. Prepares annual budget requests for the School of Law and manages expenditures for the fiscal year. Manages expenditures from assigned budgets to meet the needs of the School of Law in compliance with applicable policies, ensures that reports regarding funding for special projects are prepared as required, aggressively seeks supplemental funding from non-UDC sources to support School of Law programs, particularly encourages grant proposals and contract projects by faculty and administrative technical staff.

#### **OTHER DUTIES:**

1. Performs a variety of professional and managerial tasks which may be requested by the Provost and Vice President, Academic Affairs or the president or tasks which are necessary to the interest of the university's mission.

#### **MINIMUM JOB REQUIREMENTS:**

- 1.
- 2.

#### **REQUIRED COMPETENCIES:**

1. Thorough background and up-to-date knowledge of the principles, practices, theories and techniques of goal-oriented educational programs that generally lead to recognized certificates, diplomas or degrees.
2. Knowledge of public policy issues related to goal-oriented education programs.
3. Knowledge of the executive legislative decision making process at both the national and local levels.
4. Knowledge of pertinent research and analytical methodology.
5. Knowledge of other programs, organizations and activities to which goal-oriented education programs relate.
6. Skill in interacting with peers and experts in the field of education and related fields.
7. Skill in dealing effectively with voluminous amounts of information.
8. Skill in preparing and presenting highly complex technical material and complex issues.
9. Skill in assessing the political and institution environment in which decisions are made and implemented.
10. Ability to explore and present full the many facets of policy issues.
11. Ability to exercise good judgment.
12. Ability to effectively express ideas orally and in writing, using appropriate language, organizing ideas and marshalling facts in an objective manner.
13. Ability to work effectively under the pressure of time-frames and rigid deadlines.

#### **STANDARDS & EXPECTATIONS:**

**1. Expectations of the job:**

The work directly contributes to achieving full accreditation, which may impact student enrollment and continuance of the School of Law. Work efforts also contribute to the continuance of services provided by the school to persons who could not otherwise obtain legal representation. The Dean of the School of Law has the chief responsibility of securing full ABA accreditation for the School at the earliest possible time. The Dean also is responsible for strategic planning, academic leadership, budgeting, curricular, personnel matters, fundraising, representing the School within and outside the University and day-to-day operations. The Dean is responsible for managing the School's resources, securing private support through the School's Foundation, engaging in significant grant activity, providing innovative solutions to complex problems and working with the faculty to articulate a vision for the School that will carry it into the next millennium. The Dean, along with the faculty, shares the responsibility for attracting, promoting and retaining a diverse and accomplished faculty.

**2. Development and Counseling:**

**3. Training:**

**4. Knowledge of UDC Rules and Regulations:**

Guidelines are appropriate legislation and board policy statements. The incumbent must exercise considerable judgment in interpreting and adapting existing precedents and in developing new or improved approaches to solving problems.

The university provides all training required by OSHA to ensure employee safety.

The University of the District of Columbia is an Equal Opportunity Employer (EOE).

***Note: The University reserves the right to change or reassign job duties as provided in policy and negotiated agreements.***

REVISED DATE: 05/01/2009

# Twinette L. Johnson

## I. ACADEMIC LEADERSHIP EXPERIENCE

### **University of the District of Columbia David A. Clarke School of Law (UDC Law), Washington, D.C.**

My time at UDC Law is best characterized as providing progressive leadership and enacting systemic change. I currently serve as the Associate Dean for Academic Affairs and as a Professor of Law at UDC Law. I also continue to serve as the as the Director of Academic Success.

#### *Associate Dean for Academic Affairs, January 2022 – present*

- Leads the development, maintenance, and execution of the legal education program from pre-matriculation programs through alumni bar preparation programs
- Assists the Dean in managing several aspects of law school operations and serves as the point of contact in the Dean's absence
- Liaises with faculty through committee work and other one-on-one interactions involving the execution of the legal education program
- Maintains the Student Handbook and ensures compliance with all Student Handbook rules and Faculty Handbook rules and policies
- Supervises the Registrar and an assistant in the academic affairs department

#### *Director of Academic Success, July 2017 – present*

- Develops, maintains, and executes a high touch Academic Success Program which includes programs directed at pre-matriculated students, matriculated students, and alumni
- Hires, trains, and supervises full time and adjunct instructors in the Academic Success Program
- Leads the faculty in matters concerning adult learning theory and best practices associated with bar exam preparation and course instruction
- Requests and monitors a budget in relation to administering bar exam preparation services to students and alumni
- Works with commercial bar preparation vendors in providing services and materials for bar preparation

### **Other Institutions**

***Southern Illinois University at Carbondale, Carbondale, IL (2011 – 2017)***  
*Director of Academic Success, 2011 – 2017*

***Saint Louis University School of Law, St. Louis, MO (2003 – 2011)***  
*Associate Director of Bar Preparation Programs, 2007 – 2011*  
*Interim Director of Student Activities and Leadership, August 2008 – June 2009*

## II. FACULTY EXPERIENCE

***University of the District of Columbia David A. Clarke School of Law***, Washington, DC (2017 – present)

*Professor of Law*, 2018-present

*Associate Professor of Law*, 2017-2018

Courses: Business Organizations I (Agency and Partnership), Contracts I, Introduction to Commercial Law, Advanced Legal Analysis and Strategies: Multiple Choice, and Legal and Bar Success Foundations

***Southern Illinois University at Carbondale***, Carbondale, IL (2011 – 2017)

*Associate Professor of Law*, 2017

*Assistant Professor of Law*, 2011 – 2017

***Saint Louis University School of Law***, St. Louis, MO (2003 – 2011)

*Associate Professor of Legal Writing*, 2010 – 2011

*Assistant Professor of Legal Writing*, 2008 – 2010 (programmatic change occurred and all Instructors of Legal Writing became Assistant Professors of Legal Writing)

*Instructor of Legal Writing*, August 2003 – August 2008

## III. OTHER PROFESSIONAL EXPERIENCE

***Shearman & Sterling Law Firm***, New York, NY

*Associate* – Bank Finance, 2000 – 2002, Summer Associate 1997 & 1998

***Judge W. Duane Benton, Supreme Court of Missouri***, Jefferson City, MO

*Law Clerk*, August 1999 – August 2000

## IV. PROFESSIONAL SERVICE, AWARDS, AND RECOGNITIONS

*Service:*

- Subject matter expert: New England Commission of Higher Education regional accreditation team (reviewed a regionally accredited law school) – 2022

*Membership in Professional Associations:*

- Association of American Law Schools – Education Law (former officer and executive committee member), Academic Support, Teaching Methods, Balance, Minorities, and Women sections
- Academic Success Black Women’s Collective – Co-Founder
- Association of Academic Support Educators Inaugural Association and Conference planning committee member (Former Executive Board Member – Treasurer and Treasurer Elect)
- Association of Academic Support Educators – Member

*Awards:*

- Association of Academic Support Educators Excellence Award – 2018
- Black Law Students Association (UDC Law) Academic Support Award – 2018

*Recognitions:*

- Association of Academic Support Educators Member Spotlight – 2021
- Legal Writing Institute Spotlight, “LWI Lives” – 2016

V. EDUCATION

*Saint Louis University*, Public Policy, Ph.D., Concentration: Implementation and Management, Emphasis: Higher Education Policy, 2019

*Tulane University Law School*, J.D., 1999

*Saint Louis University*, B.A., English Literature, Certificates: Business Administration/Creative and Professional Writing Certificates, 1996

VI. BAR ADMISSION

New York

Missouri (inactive status)

VII. PUBLICATIONS

Published:

*Advanced Legal Analysis and Strategies* (co-authored textbook on bar exam preparation), Wolters Kluwer Law Publishers (2019).

*In the Room Where it Happens: Including the “Public’s Will” in Judicial Review of Agency Action*, Invited submission – Symposium, 72 Ark. L. Rev. 467 (2019).

*Reimagining Accountability: A Move Toward Re-Entrenching the Higher Education Act*, 28 U. Fla. J.L. & Pub. Pol’y 35 (2017).

*50,000 Voices Can’t Be Wrong, But Courts Might Be: How Chevron’s Existence Contributes to Retrenching the Higher Education Act*, 103 Ky. L.J. 65 (2014-2015).

*Going Back to the Drawing Board: Re-Entrenching the Higher Education Act to Restore Its Historical Policy of Access*, Invited submission - Symposium, 45 U. Tol. L. Rev. 543 (2014); reprinted in the Institute for Higher Education Law and Governance Monograph Series (invited submission) <http://www.law.uh.edu/ihelg/series.asp> (2014).

*Francis, Norman C.*, African American National Biography, Ed. Henry Louis Gates Jr., Ed. Evelyn Brooks Higginbotham, Oxford African American Studies Center (January 2008).

## VIII. WORKS IN PROGRESS

*Lord Willing and the Covid Numbers Don't Rise: What Evacuation Hesitancy Can Teach about Vaccination Hesitancy.*

*What Really Happened Here?: Rethinking Disaster in Terms of Physical and Social Crises.*

*The Commons: Building Community, Rethinking Learning Spaces, and Expanding our Reach. (Co-authored)*

*To "Affinity" and Beyond: Defining and Recognizing the Value of Affinity Groups in Creating Social Capital and Professional Upward Mobility for Minorities.*

## IX. SELECTED PRESENTATIONS

"Workshop on Academic Support – *Discussion Group: Academic Support and Bar Prep Professionals: Finding Status in the Legal Academy*," Panelist, South East Association of Law Schools (SEALS), August 2019, Boca Raton, Florida.

"Workshop on Legal Writing- *Teaching Writing as Resistance*," Panelist, South East Association of Law Schools (SEALS), August 2019, Boca Raton, Florida.

"Technology and The Commons," Co-Presenter, Legal Writing Institute One Day Workshop, December 2018, Pittsburgh, Pennsylvania.

"Persuasive Comment Writing: Connecting with the Administrative Process and Policy Advocacy," Moderator, South East Association of Law Schools (SEALS), August 2018, Fort Lauderdale, Florida.

"Seeing But Not Seeing: Ending The Panoptic Trend In Higher Education Regulation," (invited to apply and accepted as a participant), Institute for Higher Education Law and Governance Workshop Learning, May 2015, Houston, Texas.

"50,000 Voices Can't Be Wrong, But Courts Might Be: How Chevron's Existence Contributes To Retrenching The Higher Education Act," Panelist, selected from a call for papers, Association of American Law Schools (AALS), Education Law Section, The Higher Education Act at 50 panel, January 2015, Washington, D.C.

"Going Back to the Drawing Board: Re-Entrenching The Higher Education Act to Restore Its Historical Policy of Access," Invited Panelist, *The University of Toledo Law Review Symposium, From Kindergarten to College: Brainstorming Solutions to Modern Issues in Education Law – Equal Access? An Analysis of Affirmative Action in Higher Education* panel, October 2013, Toledo, Ohio.

“Counseling Students on Academic and Non-Academic Issues,” Invited Panelist, Law School Admission Council (LSAC) Academic Assistance Training Workshop, June 2012, Denver, Colorado.

“Curricular Reform Efforts that Support Outcome Measurements,” Invited Co-Presenter, Law School Admission Council (LSAC) Workshop Conference, February 2012, Memphis, Tennessee.

“Convincing Your Faculty that a Bar Preparation Program Is Valuable and Viable,” Invited Presenter, Law School Admission Council (LSAC) Academic Assistance Bar Preparation Workshop, September 2010, Sacramento, California.

“Legal Writing Pedagogy Really is the Pedagogy of Bar Exam Success,” Poster Presenter, Legal Writing Institute Biennial Conference, June 2010, Marco Island, Florida.

“Survey Says!: Using surveys, questionnaires and other tools to assess legal writing programs, student learning and student preparedness,” Empire State Legal Writing Conference, May 2010, Hofstra University School of Law, Hempstead, New York.



## FISCAL IMPACT STATEMENT

TO: The Board of Trustees

FROM: Managing Director of Finance *David A. Franklin*

DATE: June 15, 2022

SUBJECT: Appointment of Twinette Johnson, Professor and Associate Dean for Students, as Interim Dean, UDC David A. Clarke School of Law

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### Conclusion

It is projected that there are sufficient unrestricted funds in the University of the District of Columbia's FY2022 budget—and beyond—to cover the cost of the salary and benefits associated with the appointment of an Interim Dean of the University of the District of Columbia, David A. Clarke School of Law UDC-DCSL. This is an existing position at the University and is accounted for in the University's FY2022 and FY2023 budgets.

### Background

After three years, Dean Renee Hutchins will be resigning from the Dean's position to take a new job as Dean of the University of Maryland Francis King Carey School of Law, effective August 2022. This action created the need for the appointment of an Interim Dean. President Ronald Mason, Jr., and Dr. Lawrence T. Potter, Jr., Chief Academic Officer, have selected Professor Twinette Johnson, currently Associate Dean for Academic Affairs and a Professor of Law of the DCSL, to serve as the Interim Dean until the selection and appointment of the next dean.

The CAO has met with the DCSL faculty (May 25, 2022) to share the proposed appointment and that the University is establishing a search committee. In addition, an executive search firm will be engaged to work with the committee on the search for the next dean.

### Financial Impact

The salary for this appointment will be Grade 1, Step 3 on the non-union administrative salary schedule, paying \$214,456, with related benefits of \$55,758. The employee will continue to be fully eligible for cost-of-living increases in accordance with applicable University policy. They will also continue to be eligible for and may participate in the University of the District of Columbia health insurance, life insurance, retirement, and disability programs in the same manner and under the same conditions as regular administrative employees hired on or about the date of their initial appointment. The University will contribute the equivalent of seven percent (7%) of the employee's salary to their Teacher Insurance Annuity Association (TIAA) retirement. The employee leave accrual rates are as follows: annual leave accrual of seven (7) hours per pay period and sick leave of four (4) hours per pay period.



This request has been approved based upon the information provided. There are no anticipated risks at this time.