

Kelly K. Curtis

Curriculum Vitae

Teaching Experience

July 2016 – Present

Teaching Professor, Syracuse University College of Law

Teach two sections of Professional Responsibility

Teach one section of Women and the Law

July 2009 – July 2016

Legal Writing Professor of Law, Cleveland-Marshall College of Law

Taught one first-year section of Torts

Taught two sections of first-year Legal Writing, Research, and Advocacy course that emphasizes legal analysis, legal research, predictive writing, and persuasive writing

Co-taught appellate advocacy skills, including advanced legal analysis and writing, oral argument, and professionalism as co-faculty advisor to the Moot Court team

Trained and supervised legal writing tutors

Academic Administrative Experience

July 2016 – July 2018

Associate Dean of Students, Syracuse University College of Law

Recruit, train, and supervise all personnel within the Department of Student Affairs and the Department of Student Systems and Administration

Serve as the primary administrative contact and advocate for 650 students within the College of Law, including 500 domestic and 150 international students

Implement goal setting, strategic plans, and assessment of all programming for both domestic and international students

Design and implement new student orientation, including training and supervising student mentors for first-year students

Serve as Chief Diversity Officer for the College of Law, including developing and implementing student-centered programming designed to promote a diverse and inclusive environment within the College

Provide College-wide leadership to ensure that the College achieves its student development and engagement goals as measured by the Law School Survey of Student Engagement (LSSSE)

Lead collaborative strategic and tactical planning efforts that result in student life initiatives that support the vision, mission, and strategic goals of the College and University

Provide leadership, analysis, and advice in relation to policies and procedures impacting students and student services

Oversee and coordinate all policies, procedures, and protocols involving students

Maintain an accountable student conduct system that addresses individual and group behaviors

Respond to emergency and/or crisis situations as needed and serve as the contact person for the College to meet student needs

Coordinate the College's response to, and investigation of, complaints pursuant to Title IX

August 2012 – July 2016

Director of Academic Support, Cleveland-Marshall College of Law

Developed and administered law-school wide academic support program to increase student retention and bar passage

Recruited, trained, and supervised academic support staff, including the Assistant Director of Academic Support, eight Academic Excellence Fellows, and fifteen student tutors

Provided individual academic support services to students requiring academic support intervention

Provided academic counseling and advising to all students

Redesigned the structure of the Academic Excellence Program and created extensive materials for use by the student fellows

Created and taught a specialized Legal Writing and Research course for at-risk students

Created and taught a specialized Torts course for at-risk students admitted through the College's Legal Career Opportunities Program.

May 2016 – July 2016

Director of Legal Writing, Cleveland-Marshall College of Law

Developed curriculum and administer six-credit research and writing program for first-year students

Developed curriculum and administered upper-level research and writing curriculum

Supervised and administered research and writing curriculum for all degree programs, including the J.D., L.L.M, and M.L.S.

Recruited, trained, supervised and evaluated five full-time legal writing professors and seven adjunct professors

Recruited, trained, supervised, and evaluated seven adjunct writing professors

Advised faculty on writing across the curriculum and writing pedagogy

Counseled and advised students

Legal Experience

December 2007 – July 2009

Assistant State Public Defender, Office of the Ohio Public Defender

Briefed and argued criminal appeals before state and federal courts

Drafted writs and other documents related to post-conviction proceedings in state and federal courts

August 2005 – July 2007

Associate, Schottenstein, Zox & Dunn, LPA

Member of the Labor and Employment Group

Significant experience in all aspects of civil litigation, including oral arguments, motion practice, discovery, case management, and settlement negotiations

Education

The Ohio State University, Moritz College of Law, J.D, 2005, *cum laude*

Executive Editor, *Ohio State Law Journal* (2004 – 2005)

Staff, *Ohio State Law Journal* (2003 – 2004)

Saint Mary's College, Notre Dame, Indiana, B.A., 1999

Law School and University Committees

Ad Hoc Curriculum Review Committee (2018 – present)

Admissions Committee (2018 – present)

Inclusive College Action Team (Chair, 2016 – 2018)

Academic Standards Committee (2016 – 2018)

International Initiatives Committee (2016 – 2017)

Strategic Planning Committee (2016 – 2018)

Curriculum Committee (Member, 2009 – 2016; Chair 2013 – 2014)

Bar Passage Committee (Member, 2012 – 2016; Chair 2015- 2016)

Admissions Committee (2013 – 2016)

Dean's Council on Diversity (2013 – 2016)

University President's Council on Diversity (2014 – 2015)

Faculty Affairs Committee (2013 – 2015)

Self-Study Committee (2012 – 2013; 2016 - present)

Professional Organization Membership

National Association of Law Student Affairs
Professionals

American Association of Law Schools

American Bar Association

Ohio State Bar Association

Cleveland Metropolitan Bar Association

Legal Writing Institute