Visiting Professor – Rural Practice Clinic – Fort Kent

Position Details

Date of issue: May, 2026
Position number: 00024869
Department and Campus: Maine School of Law (Maine Law) and Fort Kent, ME
Workplace Location: Office
Collective Bargaining Unit (CBU): Non-Represented, Law Faculty
Job family and Wage grade: 6270, F-04
Essential Employee: No
Fair Labor Standards Act (FLSA): Exempt

Primary Purpose of Position

The Visiting Professor will be responsible for supervising student attorneys and the Administrative Manager at the Rural Practice Clinic (RPC). The RPC is an Aroostook County satellite location of the Clinics at Maine Law. The Visiting Professor will work in close collaboration with faculty and staff of the Law School and the University of Maine at Fort Kent as well as community partners. The Visiting Professor will be responsible for providing direct supervision to student attorneys in the RPC each semester and during the summer months. As part of such supervision, the Visiting Professor must establish an effective mentoring relationship with each student. The Visiting Professor is expected to be familiar with and to provide oversight to all aspects of students' activities within the clinic, including client interviewing and counseling; investigation; legal research; case theory development; drafting (correspondence, petitions, declarations, legal memoranda, etc.); negotiation; hearing preparation; court and agency appearances; and policy development and advocacy work. A strong emphasis is placed upon facilitating students' recognition and appropriate resolution of ethical and strategic matters that may arise during representation. The Visiting Professor is responsible for providing each student with appropriate guidance and constructive feedback as well as completing written evaluations and submitting grades.

As determined by the Director of the Clinics at Maine Law, the Visiting Professor will work with other clinical faculty and staff, including the RPC Administrative Manager, in the ongoing administration and operation of the RPC. This includes, but is not limited to, completing reports and applications to funding sources, developing new sources of funding, ensuring that students follow all clinical procedures, participating in the

start-of-semester training and transition of cases, end-of-semester transition, and other appropriate tasks.

Other Duties

- Teaching one undergraduate course per semester for the University of Maine at Fort Kent's Criminal Justice program. Currently the courses taught are Constitutional Law and Criminal Procedure, Investigations.
- Supervising Maine Law students chosen for the Rural Practice Summer Fellowship program. These duties include participating in the selection process of fellows and law firms, tracking student performance, and carrying out annual site visits at each of the hosting law firms.

Supervisory Responsibilities

None.

Budget Responsibilities

None.

Reporting Relationship

Reports to the President and Dean, Maine School of Law.

Qualifications

- Licensed to practice law, with Maine bar license or eligibility to obtain license.
- A record or promise of successful clinical teaching and student mentoring.
- Experience with and knowledge of the legal needs of Maine's rural communities.
- Law practice experience (10 or more years preferred) on a range of legal matters.
- A strong academic record.
- Ability to work in a fast-paced collaborative environment to serve clients, students, and the community.
- Excellent writing, research, and communication skills.
- Demonstrated commitment to experiential learning and access to justice.

Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.

Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____