



Thomas R. Kline School of Law of Duquesne University
Career Services Office
Nondiscrimination Policy and Employer Guidelines

The Career Services Office established these Employer Guidelines in an effort to ensure the highest standards of professionalism, fairness, transparency, and nondiscrimination in law student recruitment and employment. The Thomas R. Kline School of Law of Duquesne University is member of NALP (National Association for Law Placement), and we are guided by NALP's [Principles for a Fair and Ethical Recruitment Process](#) for the benefit of the school, law students, and employers.

Professionalism

Upon matriculation to the Thomas R. Kline School of Law of Duquesne University, students take an oath in which they affirm to accept responsibilities of membership in their academic community and profession, including that they will conduct their academic and professional life with honesty and integrity; perform all academic and professional obligations diligently, competently, and in good faith; exercise collegiality and engage in respectful discourse with their classmates; create an inclusive and equitable environment and continually seek to improve their cultural competency; embrace the professional and ethical obligation to render pro bono service to the poor; and honor the shared values of the legal profession.

The School of Law expects employers who engage with our law students to model these same ideals and actions during their interactions and work with them.

Notice of Nondiscrimination/Anti-Harassment Policy

The Thomas R. Kline School of Law of Duquesne University is motivated by its Catholic identity and values equality of opportunity, human, dignity, racial, cultural and ethnic diversity, both as an educational institution and as an employer. Accordingly, the Duquesne Kline School of Law prohibits and does not engage in discrimination or harassment on the basis of a person's race, color, gender, sex, sexual orientation, age, religion, national origin, marital status, genetic history, Veteran status, or disability. The Thomas R. Kline School of Law of Duquesne University will continue to take affirmative steps to support and advance these values consistent with the University's mission statement.

Harassment is defined as unwelcome verbal or physical conduct, that is based on one or more of the categories described above, and that creates an intimidating, hostile, or abusive employment or educational environment or that has the purpose or effect of unreasonably interfering with an individual's employment or academic performance. Such conduct may

include epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

As a law school accredited by the American Bar Association (ABA) and a member of the Association of American Law Schools (AALS), the Thomas R. Kline School of Law of Duquesne University complies with ABA Standard 205 and AALS Bylaw 6-3. The Duquesne Kline School of Law is committed to providing equality of opportunity in legal education for all persons, including faculty and employees, with respect to hiring, continuation, promotion and tenure, applicants for admission, enrolled students, and graduates, without discrimination or segregation on the ground of race, color, ethnicity, religion, national origin, sex, gender (including identity and expression), sexual orientation, age, military status, or disability.

All of these classes and any other forms of discrimination are totally antithetical to the policy of the University. The services of this office are available only to employers whose standards and practices conform to this policy.

Law Student Employment During the Academic Year

The Duquesne Kline School of Law faculty strongly suggest that first-year Day Division students should not engage in any outside employment during their first year at the law school, and they strongly suggest that second year and third year Day Division students should not engage in more than 20 hours per week of outside employment during the academic year.

Recruiting Guidelines – Employers and Students

Employers

- E1. The Thomas R. Kline School of Law of Duquesne University suggests, in the absence of an internal policy, that employers provide students with offers that remain open for at least 14 days.
- E2. Employers should confirm all offers in writing, including all relevant details, and the date of the letter will be the effective offer date for deadlines.
- E3. Employers should avoid making “exploding offers” or other conduct that places unreasonable pressure on the student when considering the offer.
- E4. Employers should consider reasonable requests for extensions that are made by students in a timely manner.
- E5. With respect to 1L recruiting, we encourage first-year Day Division (1D) students to focus on classes, studying, and becoming acclimated to law school. For that reason, during the fall

semester, we recommend that employers refrain from direct recruitment efforts with 1D students. With this in mind, the Career Services Office will not schedule individual counseling sessions with 1D students, review their application materials, or grant them access to job postings until after October 1 each year. However, these students may attend Career Services programs and networking events as their schedules permit during the entire fall semester.

Duquesne Kline School of Law has an Evening Division, and first-year Evening Division (1E) students may be employed full-time during their first year of study. We similarly encourage 1E students to focus on classes, studying, and becoming acclimated to law school, but we recognize that they may need to seek employment during the fall semester of their first year. Employers interested in receiving application materials from 1E students during the fall semester should contact the Career Services Office, and 1E students who are engaged in a job search may seek assistance from the Career Services Office without limitation.

E6. To the extent possible, students and employers should avoid scheduling interviews and other recruiting activities during scheduled class times. We ask employers to be as flexible as possible in this regard, but we understand that conflicts may be unavoidable. In instances where a conflict between a class and interview or recruiting event exists, students should discuss the circumstances with the appropriate faculty member in a timely manner.

Students

S1. Students are encouraged to communicate with the Career Services Office regularly about the status of their applications, interviews, and offers.

S2. Students should communicate with employers in a professional and timely manner during the entire recruitment process, from the time they submit applications, schedule interviews, and consider offers. To this end, students should familiarize themselves with each employer's recruitment policies.

S3. Students are expected to accept or reject offers on or before the offer deadline. The Career Services Office requests that employers consider all reasonable requests for deadline extensions, but offers that are not accepted or extended by the offer deadline expire.

S4. Students may not hold more than five (5) offers open at the same time. Once a student has reached five (5) open offers, within one week of receiving any additional offers, the student should decline offers to bring the number of open offers back to five (5).

S5. With respect to 1L recruiting, we encourage first-year Day Division (1D) students to focus on classes, studying, and becoming acclimated to law school. For that reason, during the fall semester, we recommend that employers refrain from direct recruitment efforts with 1D students. With this in mind, the Career Services Office will not schedule individual counseling sessions with 1D students, review their application materials, or grant them access to job

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S7. The Career Services Office requires that students who have accepted offers of employment withdraw their applications from all others as soon as possible as a matter of professional responsibility and professional courtesy. Students who have questions about this policy or who would like assistance with contacting employers should contact the Director of Career Services.