

# **CINDY THOMAS ARCHER**

Professor of Lawyering Skills  
University of California, Irvine || School of Law  
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## **Curriculum Vitae**

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### **EDUCATION**

#### **Georgetown University Law Center, Washington, D.C.**

Received Juris Doctor Degree, 1990.

Received Honors in Legal Research and Writing course. Selected as one of approximately twenty Legal Writing Fellows as a second-year law student. As a Fellow, taught small section of first year legal writing class. Met with Professor weekly to discuss curriculum, but responsible for lesson plans and facilitating class discussions. Commented on student drafts and met with students to discuss legal memoranda and appellate brief assignments.

Member of Moot Court Board and coach of Douglass Civil Rights Competition Moot Court Teams in 1990. Teams won first and second place in the Regional Competition, and first and fourth places in national competition. Team also won best brief award.

Teaching Fellow, Street Law Program. Co-taught Consumer Law Class to inmates at medium security prison at Occoquan in Virginia State Prison. Assisted students with legal research and writing projects. Evaluated class projects. Organized “graduation” program for students.

Student Lawyer, Institute for Public Representation Clinic. Prepared petitions to Federal Communications Commission on behalf of public television stations.

Judicial Intern, Hon. Annice Wagner, Superior Court of the District of Columbia, Washington, D.C. Researched and drafted memoranda and orders regarding cases before the court. Observed criminal and civil trials. Assisted clerks with reviewing attorney filings and other administrative tasks. (Spring semester 1988)

Participated in International Law Program in Florence, Italy. Studied Comparative Constitutional Law and International Law with an emphasis in studies in the European Economic Community. (Summer 1988)

#### **Stanford University, Stanford, California**

Received Bachelor of Arts Degree in Public Policy, 1987.

Participated in a comprehensive course of study in public policy creation and impact analysis. Main areas of study included economics, political science, and statistics. Wrote thesis paper on the impact of the battered woman’s syndrome defense on sentencing in murder cases.

- Residence program cultural theme advisor.
- Active community service volunteer on campus and in the surrounding community. Organized campus visit for students in East Palo Alto with activities to encourage future college attendance.
- Community Service Award recipient at graduation.
- Black-Pre-Law Society board member.
- Participated in domestic student exchange program at Howard University in Washington, D.C.

## TEACHING EXPERIENCE

### **Professor of Lawyering Skills**

7/20-present

**University of California, Irvine || School of Law.**, Irvine, California

Teach legal analysis and communication, professional ethics/responsibility.

### **Clinical Professor of Law**

7/00-7/20

**Loyola Law School, Los Angeles, Loyola Marymount Univ.**, Los Angeles, California

Taught legal analysis and communication, ethics/professional responsibility, California Civil Procedure, civil litigation skills, and other lawyering skills, including interviewing and counseling, transactional drafting, and negotiation theory and practice.

Presented to professors, practicing lawyers, and students at various conferences. Assisted in academic support program. Supervised student independent research projects and law review note and comments. Chaired faculty committees, including hiring committees. Faculty advisor for student organizations and activities, including Diversity Week. Administrative responsibility for various programs as Director and Associate Dean (See below under administrative experience).

### **Honors and Recognitions:**

- In 2018, recognized by the Loyola Marymount University CSJ Center for Reconciliation and Justice with a “Hidden Hero Award.”
- In 2019, inducted as an honorary member into Alpha Sigma Nu, the *honor society* of *Jesuit* universities, recognizing students and community members who excel in scholarship, loyalty and service, and promote Ignatian values for life.

More detailed descriptions of teaching responsibilities and activities provided below:

#### **Legal Research & Writing, 2000 - 2011, 2012 - 2015**

Legal Writing is a year-long, four credit course providing a foundation for legal analysis to all first year students. Beginning with instruction in case briefing, the common law court system, and statutory construction to the drafting of legal memoranda, and a dispositive trial motion, both objective and persuasive analysis are taught. Three major graded assignments are submitted with drafts reviewed and individual conferences held for each. The year concludes with each student arguing the motion to a mock trial court.

Responsible for planning and implementing all class sessions, including choice of texts, exercises and assignments, and all student feedback, and grading. Writing faculty shares the responsibility for drafting simulations for graded assignments under the coordination of the Director of Lawyering Skills. Teach two sections each year with 20-25 students each (three sections 2000-2001).

Instituted a program of in-house faculty development presentations for legal writing/lawyering skills faculty about teaching techniques, creation of assignments, and assessment tools. Mentored junior faculty members. Chaired committee for Loyola to host 2011 LWI One-Day Legal Writing Conference and on committee to host 2015 Western Regional Legal Writing Conference.

#### **Ethical Lawyering, 2001 - 2011, 2014 - 2015**

Ethical Lawyering is a semester-long, three credit course required of all second year students. It is a unique integration of substantive instruction in a lawyer’s professional

responsibility with instruction in the skills of client interviewing and counseling. It includes a comprehensive survey of the ABA Model Rules and the California Rules of Professional Conduct preparing students not only for practice but also to take the MPRE and the California State Bar exam. The interviewing and counseling skills are taught through simulated videotapes exercises with live client actors.

Review video recordings of exercises with students to provide individualized instruction. Also instruct students in the drafting of opinion letters to clients based on simulated client meetings. Final graded class assessments include: objective and essay exam, videotaped exercise, client opinion letters, and a legal research memorandum. Plan and teach all components of class, including choosing texts, exercises and assignments, and providing student feedback. Ethics faculty shares the responsibility for drafting simulations for graded assignments. Sections include approximately 30 students.

### **Intro to Negotiations, 2002 - 2011**

Intro to Negotiations is a two-credit course focused on interest-based negotiation theory. The goals of the class are to help students develop a negotiation plan; to provide an understanding of how to effectively obtain and use information for power and leverage; and to create opportunities for students to practice techniques through simulated videotaped negotiation exercises. In addition to general negotiation theory, topics include ethics, multiparty negotiation techniques, contract drafting and a survey of alternative dispute resolution options. Also help to train and supervise adjunct professors teaching other sections of Intro to Negotiations.

### **Summer Institute, 2008 - 2020**

Summer Institute is a part of Loyola's Academic Success Program. It is a pre-matriculation program for provisionally admitted students. It is offered during the three weeks before the beginning of the Fall semester. Students are introduced to case briefing, law school lectures, note-taking, and legal analysis and writing techniques.

Lecture on criminal law, note-taking techniques, outlining, test preparation and test-taking skills. Review and critique student case briefs, notes and written analysis of hypothetical problems. Co-teach one section each summer with approximately 40-60 students. Also, helped to develop similar program for LLM students.

### **Civil Litigation Skills Practicum, 2011- 2012**

Civil Litigation Skills Practicum is a year-long, six credit course providing a survey of the civil litigation process through a study of the California Rules of Civil Procedure and the Rules of Court and their application to a simulated dispute. With an emphasis on litigation strategy and drafting, students prepare pleadings, multiple forms of written discovery, and discovery motions, dispositive motions and pretrial motions, and participate in mock depositions and hearings.

Developed all aspects of the course as the capstone for the Civil Litigation and Advocacy Concentration including the syllabus, exercises and the simulated dispute. Responsible for planning and implementing all class sessions, including choice of texts, exercises and assignments, and all student feedback, and grading. Also supervised and trained adjunct faculty teaching other sections.

### **Negotiations and Contract Drafting for Non-Lawyers, 2018 - 2020**

Developed and taught course for students in Loyola's Master of Science in Legal Studies program. Students are introduced to negotiation theory and practice techniques

through simulated exercises. They are also exposed to basic contract law and drafting principles as they memorialize the deals which result from their negotiations. Students not only learn how to partner with legal professionals but also how to incorporate these skills in their current professions.

### **Recent Presentations, Association Memberships, and Research and Scholarly Interests:**

Throughout my career as a professor, I have been an active member of the regional and national legal writing and lawyering skills communities as a participant, presenter and association committee member. I have served as the co-chair and coordinator of the Legal Writing Institute One-Day Workshops. I am on the LWI Lives committee as well as the Diversity committee. I also serve on committees for the Association of Legal Writing Directors. I have also remained active in local bar associations, e.g., past education committee chair for Black Women Lawyers of Los Angeles, and as a presenter on ethics at various bar association convenings including the ABA litigation section, OCBA, etc. I have also given presentations at private law firms on persuasive writing and ethics. I am on the Board for the Stanford Black Alumni Association.

As Associate Dean for Clinical Programs and Experiential Learning, I was also active in AALS Clinic section programs. Twice, I was an invited presenter at the directors' workshop and I also led a working group session at the national conference.

#### **Selected recent presentations:**

Panel Moderator, South East Association of Law Schools Conference, (Online, Aug. 2020) Panel: "Law & Literature and the Power of Narrative."

Invited Panelist, Reimagining Advocacy Conference, Stetson University College of Law, Gulfport, FL (Nov. 2019). Panel: "Reimagining Clinical Programs and Field Placement Experiences."

Invited Panelist, LatCrit Faculty Development Workshop, Georgia State University, College of Law, Atlanta, GA (Oct. 2019). Panel: "Microaggressions in the Law School Environment."

Invited Panelist, ABA Associate Deans Section Conference, Chicago, IL (June 2019). Panel Presentation for Newly Appointed Associate Deans.

Invited Panelist, Leadership Academy, Association of Legal Writing Directors Biennial Conference, Boston, MA (May 2019). Panel: "Legal Writing Leadership within the Academy."

Faculty Development Workshop Presentation, Nova Southeastern University Law School, Davie, FL (Jan. 2019). "Teaching Law Students to Think Deeply about Cross-cultural Competency as a part of Professional Identity Formation and Avoiding the Minefields of the Well-Intentioned but Uninformed."

Presenter, Western Region Legal Writing Conference, University of California, Irvine, School of Law (Sept. 2018). "Teaching Law Students to Think Deeply about Cross-cultural Competency as a part of Professional Identity Formation and Avoiding the Minefields of the Well-Intentioned but Uninformed."

Invited Working Group Leader, AALS Clinical Conference, Chicago, IL (May 2018).  
“Clinic Directors Working Group.”

Invited Panelist, Directors’ Workshop, AALS Clinical Conference, Denver, CO (May 2017). Plenary Panel: “Impact of ABA Experiential Learning Requirements on the Future of Clinics.”

Panelist, Society of American Law Teachers Conference, Chicago, IL (Fall 2016).  
“Cultural Competency and Professional Skills Development.”

Panelist, South East Association of Law Schools Conference, Amelia Island, FL (August 2016). “Faculty Identity Issues Inside and Outside the Classroom.”

Presenter, Capitol Area Legal Writing Conference, Baltimore, MD (March 2016).  
“Navigating the Minefields: Teaching Cross-Cultural Competency in Professional Skills Courses.”

Panelist, Legal Writing Institute National Conference, Portland, OR (July 2016). “The New Academic Dean of Experiential Learning.”

Presenter, Association of Legal Writing Directors Biennial Conference, University of Memphis School of Law, Memphis, TN (July 2016). “Teaching Students to Deal with Uncertainty in the Law.”

## **PUBLICATIONS:**

Archer, Jarvis, Galler, Spitzer, Wilson, Wojcik, *Law Students and Cell Phone Use: Results of a Six-School Survey*, 89 UMKC Law Review \_\_\_\_ (forthcoming 2020).

Archer, “Hamilton’s Take on Legal Research and Writing Faculty and Law School Leadership,” 24 *The Journal of the Legal Writing Institute* 41-45 (2019).

## **ADMINISTRATIVE EXPERIENCE**

**Associate Dean of Clinical Programs and Experiential Learning** 6/15-7/20  
**Loyola Law School, Los Angeles, Loyola Marymount Univ.**, Los Angeles, California  
As a member of the Dean’s cabinet, I collaborate with the Dean and other associate/assistant deans on administrative decisions affecting the law school including curriculum issues, hiring, budgeting, strategic planning, and coordination with the university leadership. Support and advocate for all clinics and experiential learning programs including live-client clinics, practica, intramural and competitive advocacy and negotiation teams, externship programs, public interest/pro bono program, and lawyering skills/simulation courses including the first year LRW program. Oversee experiential learning curriculum development. Coordinate lawyering skills faculty evaluations and facilitate training and mentoring. Responsible for marketing and budget issues related to experiential learning courses and programs. Hire and train full-time clinic staff adjuncts.

Created proposal and oversaw implementation of initiative consolidating Loyola's clinical programs which resulted in the Loyola Social Justice Law Clinic. Oversaw new budgeting process as well as remodel of physical clinic space, consolidation of online recruitment and application process, and implementation of online case management system.

**Director of Lawyering Skills**

7/12-6/15

**Loyola Law School, Los Angeles, Loyola Marymount Univ.**, Los Angeles, California  
In addition to teaching Legal Research and Writing, as the Director of Lawyering Skills, I coordinated the Legal Research and Writing, Ethical Lawyering, and Intro to Negotiations programs. Worked with library research instructors to coordinate curriculum and assignments with writing faculty. Recruited judges and attorneys to participate in oral arguments for approximately 300 first year students. Recruited and coordinated actors for live-client simulations. Maintained lawyering skills budget. Also, helped coordinate the experiential learning opportunities throughout the law school curriculum. Helped develop hiring and evaluation process for lawyering skills faculty. Oversaw expansion of writing specialist program.

**Director of Concentrations, Advisor Civil Litigation Conc.**

1/11-6/13

**Loyola Law School, Los Angeles, Loyola Marymount Univ.**, Los Angeles  
In 2011, the faculty voted to implement Concentration Programs as part of the Law School curriculum with the goal of establishing additional procedures for review and evaluation of the curriculum, developing curricula for students interested in specialized practice areas, including creation of capstone opportunities for the specializations, and providing more networking opportunities for students with shared professional goals. Over the course of the first year, ten programs were established. As the inaugural Director, I helped faculty establish the curriculum for each specialty. Developed policies and procedures for establishing new programs, for the appointment of faculty advisors, and for processing applications and completion records through the Registrar's office. Also oversaw marketing to students, alumni, and the practicing Bar.

In addition to appointments to lead and create programs, I have also been active on and chaired many faculty committees including curriculum, lawyering skills appointments, assessment, equity and inclusion, and career development.

## **LEGAL PRACTICE EXPERIENCE**

**Senior Associate, Business Litigation and Employment Law**

4/93-7/00

**Sheppard, Mullin, Richter & Hampton**, Orange County, California

Independently handled all aspects of litigation for commercial transactions, bad faith insurance claim litigation, and employment litigation. Responsibilities included development of case strategy. Drafted and implemented all phases of discovery plan. Prepared and argued pretrial motions, including dispositive motions, and trial motions and briefs. Represented clients in mediations and bench trials; assisted in jury trials.

**Litigation Associate**

9/91-4/93

**Dickinson, Wright, Moon, VanDusen & Freeman**, Detroit, Michigan

Handled an independent caseload in the areas of products liability, insurance, and commercial litigation. Drafted memoranda, pleadings, discovery requests, and briefs. Presented written and oral arguments before state and federal courts, and mediators.



**Litigation Associate**

9/90-5/91

**Mitchell, Silberberg & Knupp**, Los Angeles, California

Drafted pleadings, discovery requests, briefs and research memoranda in the areas of commercial and entertainment law disputes. Argued discovery motions and dispositive motions in state courts. Responsible for asbestos litigation under supervision of senior partner.

**Law Clerk**

10/88-4/89

**Wiley, Rein & Fielding**, Washington, D.C.

Completed legal research and writing assignments, particularly in the area of broadcast communications. Attended court and federal agency proceedings. Assisted in preparation for and accompanied associates to client meetings.

**STATE BAR MEMBERSHIP**

State Bar of California, Admitted Dec. 1990

State Bar of Michigan, Admitted Dec. 1991

**Personal Information**

Married 28 years with four daughters in college and post-graduate education programs and two dogs. Avid reader, especially historical fiction, biographies of political figures and leaders of social justice movements, and anything by Toni Morrison. Love to travel and learn about how people experience life; have travelled to Ghana, South Africa, Nicaragua, Puerto Rico, the Caribbean, Great Britain, Mexico, Israel, and Europe. Enjoy creative hobbies like cooking and making scrapbooks. Active member of Christian church congregation including hosting a monthly meeting for professional women. Limited proficiency in Spanish language. Sports enthusiast; completed my second half-marathon.