

Jennifer I. Cupar, J.D.

Associate Dean for Academic Affairs

Professor of Lawyering Skills

Case Western Reserve University School of Law

Contact:

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EMPLOYMENT

Case Western Reserve University School of Law, Cleveland, Ohio

Associate Dean for Academic Affairs (July 2025-Present)

- Provide strategic leadership and oversight of the law school's academic program, including curriculum design, course scheduling, and compliance with ABA accreditation standards.
- Plan and oversee the law school's full academic course roster, coordinating faculty assignments, classroom scheduling, and curricular needs, while balancing institutional needs with faculty research and administrative responsibilities.
- Lead academic policy development and governance, including revisions to the Student Handbook, academic regulations, and appeals/disciplinary processes.
- Serve as a trusted advisor to the student body, ensuring students understand the law school's academic standing, integrity, and graduation requirements.
- Conduct one-on-one advising with students, including those at risk of academic standing issues, providing guidance on course planning, compliance with requirements, and long-term academic success.
- Interpret and apply rules relating to academic standing, integrity, and progression toward degree completion.
- Oversee Director of Bar Support and Director of Academic Support and implement initiatives to strengthen bar passage and student success, including implementation of Themis Institutional Partnership and revisions to the peer tutoring program and academic support Canvas modules.
- Facilitate "Teaching Brown Bag" sessions to engage full-time and adjunct faculty in innovative pedagogy, bar exam updates, and evolving best practices in legal education.
- Created and manage the Faculty Hub, a centralized Canvas course providing faculty with access to law school, university, and ABA policies; faculty meeting materials; and teaching and other resources.
- Oversee adjunct faculty hiring and providing support to foster effective integration into the law school's teaching community; oversee reviews of adjunct faculty; created and manage the Adjunct Faculty Hub to deliver targeted guidance, resources, and ongoing support for adjunct instructors.
- Coordinate closely with administrative leaders overseeing student services, experiential learning, graduate programs, dual and concurrent degree programs, and study abroad to ensure alignment of academic policies, curricular planning, and student support across all programs.

Director, Legal Writing, Leadership, Experiential Learning, Advocacy, and Professionalism Program (“LLEAP”) (July 2022-Present)

- Coordinate curriculum for LLEAP courses
- Lead semi-weekly meetings and annual retreat for all LLEAP faculty
- Create publication content for LLEAP Program, including for program website and newsletter
- Work with Dean of Experiential Education to ensure continuity of LLEAP curriculum with school’s experiential education curriculum
- Assist and mentor new LLEAP faculty members
- Assist with developing and implementing law school’s Introduction Week
- Earned national recognition for the LLEAP program through the Bloomberg Law School Innovation Program, which named LLEAP as a finalist in 2023-2024
- Created and implemented the Lex Cup, a program designed to foster camaraderie and collaboration among students, faculty, and alumni
- Organized generative artificial intelligence training for the 1L class in 2025

Law Professor, Lawyering Skills Faculty (August 2005-June 2015; July 2020-Present)

- Develop legal writing curriculum for first and second-year law students centered on real-world litigation assignments
- Create course materials, including drafting record for simulated case that students litigate from initial client interview through opening statement at trial
- Draft scripts and fact patterns for deposition, discovery dispute, and pre-trial simulation modules taught by adjunct professors; coordinate with adjunct professors to plan modules
- Provide extensive feedback to students by conducting individual conferences and giving detailed written critiques on each assignment
- Employ teaching assistants to assist with implementing course objectives and to provide additional feedback to students
- Promote diversity, equity, and inclusion by creating assignments that address legal issues facing minoritized communities, inviting a diverse group of guest speakers for my courses
- Completed year-long project to map the law school’s experiential education curriculum

Judicial Externship Program (2012-2025)

- Create curriculum for students who will serve as federal judicial externs
- Teach Judicial Externship Course for first-year students who will serve as federal judicial externs during their 1L summer
- Work with Career Development Office to plan events to educate students on clerkships
- Meet with and draft letters of recommendation for students who are interested in clerking
- Conduct outreach to area federal judges

Faculty Advisor, ABA Moot Court Team (2024-Present)

Chair, Ad Hoc Bar Passage Committee (2024-Present)

- Conducted extensive research on bar-support programs, probation and dismissal policies, and grading curves at numerous institutions
- Worked with Director of Institutional Research to evaluate the factors contributing to bar-passage success and identify opportunities for improvement
- Planned and ran committee meetings
- Facilitated and assisted in the drafting of the committee’s report, which included comprehensive recommendations to improve the school’s bar-passage rate

Co-Chair, Appointments Committee (2024-2025)

- Conducted national search for LLEAP and tenure-track faculty members

Judicial Clerkship Committee (2020-Present)

Chair, Admissions Committee (2021-2023)

Member, Promotion and Tenure Committee (2023-2024)

Assistant Director, Kramer Law Clinic (July 2019-June 2020)

- Developed intake system for Clinic
- Supervised Front Desk staff, student workers, and paralegal intern
- Drafted various policies and procedures for Clinic
- Led Clinic faculty meetings in Director's absence

Advisor to First Amendment Moot Court Team (2007-2014)

- Worked with teams of law students to prepare them for national moot court competition
- Teams were highly successful, winning awards for best oralist, best brief, and others

Northeast Ohio Human Trafficking Law Clinic, Cleveland, Ohio

Assistant Director (February 2019-July 2019)

- Advised human-trafficking survivors on housing, domestic-relations, social security, and debt-negotiation issues
- Planned and presented training sessions for Youth Ambassador program
- Analyzed pending and recently enacted state legislation related to human trafficking

United States District Court for the Northern District of Ohio, Cleveland, Ohio

Law Clerk to The Honorable Patricia A. Gaughan, Chief Judge (2015-2018)

Law Clerk to The Honorable Solomon Oliver, Jr., District Court Judge (1999-2001; 2002-2004)

- Researched law and reviewed facts in evidence on a wide variety of civil and criminal cases to provide recommendations to judges regarding how the cases should proceed
- Drafted orders for judicial review on all types of motions: dispositive, temporary restraining orders, preliminary and permanent injunctions, discovery, sanctions, exclusionary, and others
- Assisted in civil and criminal trials by advising judges on motions *in limine*, evidentiary issues, and preparing jury instructions
- Supervised judicial externs; assigned and evaluated extern projects; revised draft orders by externs; worked with externs to improve their research and writing skills

Scott + Scott, Attorneys at Law, LLP, Chagrin Falls, Ohio (August 2004-August 2005)

- Represented two death row inmates in federal habeas appeals before the United States Court of Appeals for the Sixth Circuit, resulting in one inmate's death sentence being reversed
- Drafted pleadings, dispositive motions, and handled all facets of discovery in shareholder securities and corporate governance actions

Frantz Ward LLP, Cleveland, Ohio (July 2001-August 2002)

- Second-chaired jury trial, including drafting and arguing motions *in limine*, preparing fact and expert witnesses, and drafting proposed jury instructions
- Assisted in all phases of litigation on employment and general commercial litigation issues
- Counseled clients on employment-related matters

Squire, Sanders & Dempsey LLP (now Squire Patton Boggs), Cleveland, Ohio (1998-1999, *Summer Associate*, 1997)

- Researched and drafted motions and memoranda on environmental issues
- Handled all aspects of written discovery
- Drafted proceedings for various types of public financing

EDUCATION

Case Western Reserve University School of Law, Cleveland, Ohio
Juris Doctorate, *Magna Cum Laude*, *Order of the Coif*, May 1998

Miami University, Oxford, Ohio
Bachelor of Science in Education, *Summa Cum Laude*, May 1994

PRESENTATIONS AND PUBLICATIONS

- *Building the Argument Roadmap*, Ohio Center for Law-Related Education (Invited Speaker, September 2025)
- *Innovations in Experiential Education*, University of Minnesota Law School (Invited Panelist, July 2025)
- *AI: Shaping the Future of Disciplines*, Case Western Reserve University (Invited Speaker, Spring 2025)
- *Lex Cup: Building Camaraderie Collaboration, and Connections*, ALWD Biennial ALWD Biennial Conference (Presentation, July 2025).
- *Raising the Bar: Women are the Future of Law*, Cleveland Metropolitan Bar Journal (March 2025)
- *Society of the Benchers*, Case Western Reserve University School of Law (October 2024)
- *Using Advanced Legal Writing Courses to Prepare the Next Gen[eration] of Lawyers*, 31 Perspectives: Teaching Legal Res. & Writing (Spring 2024)
- *What's Coming Down the Pike*, Artificial Intelligence & the Legal Profession: Training the Next Generation of Lawyers in AI – A Workshop (September 2023)
- *Want to Improve Your Legal Writing? Take These Style Cues from Ohio Supreme Court Chief Justice Melody Stewart*, Cleveland Metropolitan Bar Journal (April 2023)
- *She Asked for a Memo, But She Wanted Bullet Points?!?* Cleveland Metropolitan Bar Journal (November 2022)
- *Human Trafficking: An Overview*, The SOAP Project (Presentation, October 2022)
- *Amplifying Diverse Voices in the Legal Writing Classroom*, Legal Writing Institute Biennial Conference (Presentation, July 2022).
- *Association of Legal Writing Directors Leadership Academy* (Summer 2021)
- *Section 1983 as a Vehicle for Addressing Race and the Law in the Legal Writing Classroom*, ALWD Biennial Conference (Presentation, June 2021).
- *Writing Refresher* (Presentation to associates at Frantz Ward LLP, July 2021)
- *Clear and Convincing: The Fundamentals of Effective Legal Writing* (CLE at McDonald Hopkins, LLC, December 2021)
- *Human Trafficking: An Overview*, National Council of Jewish Women, Cleveland Chapter, Stop Human Trafficking webinar series (Presentation, August 2020)

- *Human Trafficking: The Law*, Strike Out Human Trafficking Conference, The SOAP Project (June 2019)
- *Putting the Emphasis on Process Over Product by Making Memo 1 Ungraded*, 19 No. 3 Perspectives: Teaching Legal Res. & Writing 181 (2011)

AWARDS AND HONORS

- *Distinguished Service Award*, Case Western Reserve University School of Law (May 2025)
- *Inducted into the Society of Benchers*, Case Western Reserve University School of Law (September 2024)
- *Distinguished Service Award*, Case Western Reserve University School of Law (May 2022)

UNIVERSITY AND COMMUNITY SERVICE

CWRU Faculty Senate Committee on Women (2022-2025)

Chair (July 2023-2024)

Collaborative to End Human Trafficking (2022-Present)

Board Member, Chair of Governance Committee

Women's Fund, Community Foundation of Lorain County (2019-2024)

Board Member, Chair of Governance Committee (2023-2024)

Stephanie Tubbs Jones Summer Legal Academy (June 2008-June 2012; June 2022)

Board Member and Co-Director

100 Women Who Care About Lorain County (2019-2025)

Teach for America, *Sponsor a Teacher Program* (2017-2021)

Northern District of Ohio Advisory Group, *Member* (2004-2013)

BAR ADMISSIONS

State of Ohio, November 1998

United States District Court for the Northern District of Ohio, 1999

United States Court of Appeals for the Sixth Circuit, 2004