

**Jean M. Whitney**  
Wm. S. Boyd School of Law  
University of Nevada, Las Vegas  
4505 Maryland Parkway - Box 451003  
Las Vegas, NV 89154-1003  
jean.whitney@unlv.edu

## **Education**

William Mitchell College of Law, St. Paul, MN  
J.D., Magna Cum Laude 1988

University of Minnesota, Minneapolis, MN  
M.Ed., Early Childhood/Adult Education 1980

University of Minnesota, Minneapolis, MN  
B.A. Social Work/Child Psychology 1974

## **Teaching Experience**

**Legal Writing Professor** 1999 - present

**Associate Director of Lawyering Process Program** 2002 - present

William S. Boyd School of Law, University of Nevada, Las Vegas, NV

Courses taught:

- Lawyering Process I & II (1<sup>st</sup> yr research, analysis, writing & professional skills courses)
- Legal Drafting
- Advanced Advocacy-Appellate Practice
- Juvenile Law
- Professional Responsibility
- Legal Education & Assistance for Prisoners.

**Adjunct Professor** 1990 - 1998

William Mitchell College of Law, St. Paul, MN

Courses taught:

- Two-semester legal writing course
- Persuasive Legal Writing
- Feminist Jurisprudence (co-taught)

**Project Coordinator / Consultant** 1981-1984

CSR, Inc., Chicago, IL

- Managed training and technical assistance project for federally-funded Head Start programs in Minnesota
- Monitored compliance with federal requirements
- Designed data collection, monitoring and evaluation instruments
- Supervised team of educational consultants
- Conducted training sessions for local programs and at state and regional conferences
- Provided technical assistance on federal regulations, organizational development and management practices

**Instructor** 1977-1981

University of Minnesota, Minneapolis, MN

- Planned and managed developmental education programs for preschool children
- Supervised student teachers
- Taught courses and seminars

- Developed competency-based training program for early childhood educators

**Early Childhood & Parent Educator** 1973 - 1977

Minneapolis, St. Paul and rural Minnesota

- Taught in several early childhood programs
- Planned and implemented developmentally appropriate programs for children birth to 5 five years old
- Worked with parents and taught parenting skills.

**Legal Experience**

**Director of Policy & Legal Services** 1990-1999

Minnesota Department of Corrections, St. Paul, MN

- Advised the commissioner and executive team on range of legal issues that arise in the operation of a large state agency
- Responded to and managed litigation and other complaints filed against the agency
- Reviewed and approved \$16 million of agency contracts annually
- Served as secretary to the Minnesota Board of Pardons
- Reviewed and revised agency policies to ensure compliance with legal standards
- Managed unit with 30 employees who were responsible for offender records & data practices, administrative hearings, policy & accreditation, contracts, rulemaking and litigation

**Assistant Attorney General** March 1988 - August 1988 & August 1989 - July 1990

Minnesota Attorney General's Office, St. Paul, MN

- Represented the Minnesota Department of Corrections
- Drafted pleadings, motions, memoranda and briefs in response to constitutional claims and habeas corpus actions in state and federal courts
- Reviewed contracts
- Drafted extradition documents
- Prepared client advice memoranda
- Developed and conducted training on legal issues in corrections

**Judicial Clerk, Minnesota Supreme Court** August 1988 - July 1989

Chief Justices Douglas K. Amdahl & Peter S. Popovich

Reviewed briefs and trial court records; researched legal issues and prepared bench memos; drafted opinions; cite-checked opinions and orders; reviewed petitions for review and drafted memoranda recommending whether to grant discretionary review.

**Law Clerk, Criminal Division** Sept. 1986 - Feb. 1988

Minnesota Attorney General's Office, St. Paul, MN

Conducted research and drafted appellate briefs in criminal cases; drafted interoffice memoranda; developed computerized database and brief bank; wrote summaries of decisions on sentencing guidelines for publication in newsletter for prosecutors.

**Research & Administrative Assistant** June 1985 - Sept. 1986

Minnesota State Public Defender, St. Paul, MN

- Assisted with research for textbook on criminal procedure
- Conducted research and drafted memoranda on criminal law and procedure
- Assisted with administration of clinical legal education program

## **Presentations & Publications**

State Bar of Nevada CLE "Civil Rights Litigation Update," Las Vegas&7 Reno, NV	Dec. 2000
Southern nevada Association of Women Attorneys CLE "Principles of Effective Legal Writing," Las Vegas NV	Jan. 2002
State Bar of Nevada CLE "Legal Writing Review," Las Vegas & Reno, NV	April 2002
Nevada Supreme Court CLE "Writing in Chambers: Judicial Rhetoric," Carson City, NV	Dec. 2002
Nevada Chapter, National Association of Social Workers, Las Vegas, NV "Collaboration Between the Social Work and Legal Communities: Ways To Better Serve Clients By Preserving Their Rights and Strengthening Their Voices."	May 2003
Nevada Lawyer, Publication of State Bar of Nevada "LEAP: A Successful Partnership Between the Law School & the Nevada Department of Corrections"	June 2004
Wm. S Boyd School of Law Alumni Association CLE "Ethical Challenges for the New Practitioner" (co-presented)	Feb. 2006
ABA Center for Pro Bono Equal Justice Conference, Denver, CO "ABC's of Law School Pro Bono: Advocating for Resources, Building Diversity, and Cultivating Professional Networks" (panelist)	March 2007
Assoc. of Legal Writing Directors Conference, Denver, CO "Best Practices for Using Adjuncts in Legal Writing Programs" (co-presenter)	June 2007
<b>Grants, Awards &amp; Honors</b>	
Student-Centered Faculty Award Awarded by the UNLV Alumni Association after student nomination	2002
President's Initiative Award for Service Learning Project Principal Investigator with Steering Committee	2006 - present
UNLV Teaching & Learning Center Fellow	Fall 2007
<b>Professional Service</b>	
Academic Standards Committee Chair	1999-2006 2001-2003

Academic Success Program Committee	1999-2003
Acting Director, Lawyering Process Program	Spring 2003
Course Development Project - Revised LP Program	Summer 2003
Curriculum Committee	2003-2004
Clinical Program Advisory Board	2000-present
University Staff Grievance Committee	2003-2004
Faculty Advisor, Organization of Parenting Students	2003
Course Development Project - Service Learning Course Legal Education & Assistance to Prisoners	2003
Coach, Civil Rights Moot Court Team	Spring 2004
Workload Policy Committee	2003-2004
Course Development Project - Distance Legal Education(DLE) Professional Responsibility - DLE	2004
Teaching & Learning Center Advisory Board	2006-present