

Gary A. Munneke
Pace University School of Law
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EXPERIENCE

Pace University School of Law

Professor of Law, 1994-Present

Associate Professor of Law, 1988-1994

Associate Dean for Placement and Career Services, 1988-89

- Teaching Assignments:
 - Professional Responsibility
 - Law Practice Management
 - Seminar on the Legal Profession
 - Torts
- Faculty Committee Chair:
 - Administration and Budget
 - Curriculum
 - Academic Standing
 - Career Services
 - Faculty Development
 - Library
- Faculty Committee Member:
 - Dean Search
 - Self-Study
 - Admissions
 - Technology
- University Committee Member:
 - Planning and Budget
 - Strategic Agenda
- Lecturer, Pace Center for Continuing Legal Education
- Member Board of Directors, John Jay Legal Services, 1988-2000;
- Representative Association of American Law Schools, House of Representatives, 1998-2000;
- Director Pace Continuing Legal Education program, 1989-1991
- Admissions Programs:
 - Orientation
 - Student Recruitment
 - Admissions Interviewing

University of Baltimore School of Law

Adjunct Professor, 1991-2006

- Teaching Assignments:
 - Professional Responsibility
 - Law Firm Management

Widener University School of Law
Associate Professor of Law, 1984-87
Assistant Dean and Assistant Professor, 1980-84

- Teaching Assignments:
 - Torts
 - Professional Responsibility
 - Law Practice Management
 - Client Interviewing, Counseling & Negotiation
 - Seminar on the Legal Profession
 - Statutory Interpretation
- Faculty Committee Chair:
 - Placement Committee
 - Self-Study
- Faculty Committee Member
 - Curriculum
- As Assistant Dean, directed internal administration of law school including
 - Budget
 - Personnel
 - Placement
 - Registration and records
 - Admissions
 - Student services
 - Academic affairs
 - Orientation
 - Course scheduling
 - College Work-Study
 - Secretarial services
- Liaison between law school and university offices for:
 - Business Affairs
 - Financial Aid
 - University Relations
 - Human Resources
 - Computing Services
 - Physical Plant.

The University of Texas School of Law
Assistant Dean and Director of Placement, 1973-1980

- Developed and administered law school career planning and placement program;
 - Conducted seminars and programs on legal careers,
 - Counseled students and alumni,
 - Participated in minority student recruitment program
- University Committee Member
 - Sub-Deans Council
 - University Parking and Traffic

PROFESSIONAL ACTIVITIES

American Bar Association

- ABA Board of Governors, 2006-2009;
- Member, ABA House of Delegates, 2001-present;
- ABA Nominating Committee, 2004-2006;
- Chair, New York State Fellows of the American Bar Foundation;
- Past-Chair, Law Practice Management Section;
- Member, Section Officers Conference Executive Committee (representing section delegates), 2004-2006;
- Member, SOC-Center for Professional Responsibility, Joint Committee on Professionalism and Ethics, 2000-2006;
- Member, Law Practice Management Section Task Force and Multijurisdictional Practice, 2000-2002;
- Member, ABA Standing Committee on Publishing Oversight, 1996-2000;
- Member, Working Group for Developing ABA Publishing Business Plan, 1995-97;
- Member, ABA Commission on Non-Dues Revenue, 1992-1995;
- Member, ABA Coordinating Committee on Legal Education, 1992-1995;
- Chair, Law Practice Management Section Publishing Board, 1992-1995 (member and Vice Chair 1986-1992);
- Council, Law Practice Management Section, 1989-1995;
- Chair, Standing Committee on Professional Utilization and Career Development, 1981-1986;
- Chair, ABA Career Series Steering Committee, 1981-1986;
- Articles Editor, *Legal Economics* magazine, 1984-1986;
- Editorial Board, *Legal Economics*, 1983-1987; Member, Board of Editors, *Barrister* magazine, 1979-1983;
- Editor-in-Chief, *Law Practice Notes*, 1981-1983;
- Member and reporter, Task Force on the Role of the Lawyer in the 1980s;
- Member, Task Force on New Methods of Law Practice, 1978-79;
- District Representative, Young Lawyers Division Executive Council, 1981-1983;
- Chair, Young Lawyers Division Career Planning and Placement Committee, 1977-1984;
- Chair, General Practice Section New Lawyers Committee, 1977-1981.

Other Bar and Professional Associations

- Member, New York State Bar Association, 2005-present
- Chair, New York State Bar Association, Law Practice Management Committee, 2007-present (member, 2005-2007);
- Member, Maryland State Bar Association Technology Committee, 2001-2002,
- Council, Maryland State Bar Association Law Practice Management Section, 1995-1998;
- Member, New York City Bar Association Technology Committee, 1993-1995;
- Member, New York State Bar Association: Member, Law Office Economics and Management Committee, 1990-1995;
- President, National Association for Law Placement, 1977-78 (Executive Committee, 1976-1979);

- Editor, *NALP Notes*, 1979-1981;
- Chair, NALP Research Committee, 1984-1987;
- Board of Directors, University of Texas Law School Alumni Association, 1982-1985;
- Life Fellow, Fellows of the American Bar Foundation (Fellow since 1980);
- Fellows of the College of Law Practice Management (Fellow Since 1996);
- Member, State Bar of Texas, 1973-present;
- Council, State Bar of Texas, Section of Women and the Law, 1980;
- Who's Who in America; Who's Who in American Law;
- Fellows of the ABA Young Lawyers Division.

EDUCATION

- The University of Texas School of Law (J.D., 1973)
- The University of Texas at Austin (B.A., Psychology, 1970)

LICENSED

- Texas (1973)
- Pennsylvania (1987)

HOME ADDRESS

5409 Turkey Point Road
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(410) 287-9083
410) 287-9690

PUBLICATIONS

Law Review Articles:

“Re-Defining Pro Bono: Professional Commitment to Public Service.” With Eileen Eck (in submission)

“Teaching Law Practice Management: Luxury or Necessity?” (in submission).

Introduction and Comment on Professor Thomas Steele, Symposium on Professional Skills, 23 PACE LAW REVIEW 515, 651 (2003).

“Multijurisdictional Practice: Current Developments in the National Debate,” 27 J. OF THE LEGAL PROFESSION 91 (2003).

“Legal Skills for a Transforming Profession,” 22 PACE LAW REVIEW 500 (2002).

“Practicing Law Across Geographic and Professional Borders: What Does the Future Hold?” with Ann L. MacNaughton, 47 LOYOLA LAW REVIEW 665 (2001)

“A Nightmare on Main Street: Freddie Joins an Accounting Firm,” PACE LAW REVIEW, Volume 20, No. 1, (2000).

Lawyers, Accountants and the Battle over Professional Services,” PACE LAW REVIEW, Volume 20, No. 1, 2000; adapted from 1998 THE PROFESSIONAL LAWYER, Symposium issue, p.63.

"What Have Ethics Got to Do With Legal Malpractice: The Relationship Between the Rules of Professional Conduct and the Standard of Care," 22 J. OF THE LEGAL PROFESSION 33 (1998).

"Dances with Nonlawyers: New Perspectives on Law Firm Diversification," 61 FORDHAM LAW REVIEW 559 (1992).

"The Lawyer's Duty to Keep Clients Informed: Establishing a Standard of Care in Professional Liability Actions," 9 PACE LAW REVIEW 391 (1989).

"An Analysis of the Employment Patterns of Minority Law Graduates," 7 BLACK LAW JOURNAL 342, University of Pennsylvania (1980).

Casebooks and Course Materials:

Materials and Cases on Law Practice Management, second edition, West, 2007, 2002, 1991 (Third edition in production).

Teacher's Manual for Materials and Cases on Law Practice Management, West, 2002, 1991. *Law Practice Management in a Nutshell*, West, 2002.

“Practice Management” Section, *Achieving Excellence in the Practice of Law*, 2d ed., American Law Institute-American Bar Association, 2000.

The Essential Formbook: Comprehensive Practice Management Tools for Lawyers, Volumes I-IV, with Anthony E. Davis, American Bar Association Law Practice Management Section, 2004, 2003, 2001, 1999, supplemented annually.

Books and Book Chapters:

The Legal Career Guide: From Law Student to Lawyer, ABA Career Series, 2008, 1992, 1984 (2008 edition with Ellen Wayne).

How to Succeed in Law School, Barron's, 2008, 2000, 1994, 1989.

Barron's Guide to Law Schools, Editor, Barron's, 2008, 2006, 2004, 2002, 2000, 1998, 1996, 1994, 1992, 1990 (published biennially).

Nonlegal Careers: In the Private Sector, ABA Career Series, 2007, 2002, 1993, 1984 (2006 edition with William D. Henslee and Ellen Wayne).

Careers in Law, VGM Professional Careers Series, Lincolnwood, IL, 2003, 1998, 1992.

Multidisciplinary Practice: Staying Competitive and Adapting to Change, edited with Ann L. MacNaughton, American Bar Association, 2001.

“Form of Organization” and “Creating a Business Plan,” Chapter Author, *Flying Solo: A Survival Guide for the Solo Lawyer, Third Edition*, American Bar Association, 2001 (Fourth Edition in progress).

Opportunities in Law Careers, VGM Career Horizons, 2000, 1993, 1985, 1981.

Seize the Future: Forecasting and Influencing the Future of the Legal Profession, American Bar Association Law Practice Management Section, May 2000.

Changing Jobs: A Handbook for Lawyers in the 90's, chapter author, American Bar Association, 1999, 1994, 1988.

"Ethics in New York Matrimonial Practice" (chapter), *Bender's New York Domestic Relations Manual*, 1995.

"Ethics in Matrimonial Practice" (chapter), *Bender's Domestic Relations Practice Manual*, 1994.

The ABA Guide to Legal Marketing, editor, with Susan Raridon, ABA, 1994.

Your New Lawyer: The Legal Employer's Complete Guide to Recruitment, Development and Management, Editor (1983) and chapter author, American Bar Association Economics of Law Practice Section, 1992, 1983.

The Lawyer's Handbook, 3rd ed., editor, with Austin G. Anderson and Kathryn B. Soper, American Bar Association - Institute of Continuing Legal Education, 1992.

1984 Annual Employment Report and Salary Survey, National Association for Law Placement, 1987.

"Non Legal Careers for Lawyers," *Northeast Association of Pre Law Advisors Handbook*, NAPLA, 1986.

The Art of Managing Support Staff, Editor, American Bar Association Section of Economics of Law Practice, 1985.

Comment in *Legal Education and Lawyer Competency: Curricula for Change*, Dutile, Fernand N., University of Notre Dame Press, 1981.

Report of the ABA Task Force on the Role of the Lawyer in the 1980's, with Abbie Willard Thorner, American Bar Association, 1981.

Beyond the Resume, with Abbie Willard Thorner, National Association for Law Placement, 1981.

National Conference on the Role of the Lawyer in the 1980's: Introductory Materials, Editor, American Bar Association, 1980.

You, Your Career and the Legal Profession; State Bar of Texas, 1978.

How to Find the Courthouse, Editor and chapter author, American Bar Association General Practice Section, 1977.

Other Articles:

"What We Have (and Haven't) Learned about Disaster," *Business Law Today*, January 2008.

"Why Practice Management," *New York State Bar Association Journal*, July 2007.

Report on the Internet Summit, contributor, New York State Judicial Institute on Professionalism (2003).

"New New York Rules on Multidisciplinary Practice," New York Professional Responsibility Report, October 2002.

"Déjà Vu All Over Again." *The Professional Lawyer*, Summer 2001.

"Is There a Multidisciplinary Practice in Your Future?" *Pace Chronicle*, Fall 2000.

"Why Lawyers Are Afraid of Change," *Law Technology News*, October 2000.

"E-Lawyering Takes Hold," *Law Technology News*, June 2000.

"Technology Alternatives for the Small Firm," *The Complete Lawyer: Technology*, Winter 2000.

"Report of the *Seize the Future* Conference," *Law Practice Quarterly*, Winter 2000.

"There's Something About Larry," *Law Technology News*, December 1999.

"Multidisciplinary Practice," *New York Professional Responsibility Report*, May 1999.

"Implementing Technology in the Small Firm: How to Get Beyond the Unfulfilled Promise," *Law Technology News*, March 1999.

"The Generic Solution: The Office Software Alternative," *Law Technology News*, August 1999.

"Chair's Column," *Law Practice Management*, American Bar Association Law Practice Management Section, September, October, November/December 1998, January/ February, March, April, May/June, July/August 1999.

"The Repugnant Client," *New York Professional Responsibility Report*, October 1998.

"Law Firm Restructuring: A Different Approach," *Law Practice Management*, April 1993.

"Non Legal Careers for Lawyers: A New Perspective," American University, March 1988.

"The Lawyer's Dilemma," *The Daily Record*, Baltimore, October 19, 1987.

"Cumulative Index, 1983-1985," *Legal Economics*, January 1986.

"How Do You Decide on a Nonlegal Career?" with Frances Utley, *Barrister*, Fall 1985.

Review, *Kanter on Hiring* by Arnold B. Kanter, *American Bar Association Journal*, March 1984.

Review, *Managing the Recruitment Process* by Christine White and Abbie Willard Thorner, *American Bar Association Journal*, March 1983.

"Singing Those Law Office Blues," with N. Kay Bridger-Riley, *Barrister*, Fall 1981.

"Texas Salaries for New Lawyers Increase," with Sheila Cheaney, *Texas Bar Journal*, June 1980.

"Is Your Career on Target?" *Barrister*, Fall 1979.

"If We Don't Take Care of Young Lawyers, Who Will?" *Barrister*, Summer 1978.

"Starting Salaries for Recent Law Graduates in Texas," with Sue Hall, and "1977 Attorney Population Statistics," *Texas Bar Journal*, January 1978.

"Putting Students Where They Belong," *The Student Lawyer*, April 1976.

"Facing Future Growth Affirmatively: An Analysis of When to Grow and How to Do It," *Texas Bar Journal*, April 1975.

SELECTED PRESENTATIONS

"Getting the Corner Office (Ethically)," New York State Bar Association, Committee on Women and the Law, New York City, January 2008.

"Engagement Letters," National Conference on Legal Malpractice, Scottsdale, AZ, September 2007.

"Getting Organized," New Transitions Program, Pace Center for CLE, White Plains, NY May 2007.

"Ethics in Real Estate Practice, Pace Center for CLE/Pace Land Use Law Center, White Plains, NY, May 2007.

"Nonlegal Careers for Lawyers," New York State Bar Association, New York City, January 2007.

"Bridge the Gap" Program, New York State Bar Association, New York City, January 2007.

"Managing Your Practice," National Law Foundation. Wilmington, DE, April 2007.

"Managing Your Practice Professionally," District of Columbia Annual Conference on Professional Responsibility, Washington, D.C., May 2007.

"Professionalism for Lawyers," National Law Foundation, Wilmington, DE, May 2007, 2005.

"Life After Law School," ABA Law Student Division, Seattle, WA, February 2003, and Pace Law School, March 2003.

"What You Didn't Learn in Law School about Managing Your Practice," Pace Center for CLE, March 2003, 2002.

"Attorney-Client Privilege: What Are the Rules?" and "How Technology Is Transforming the Future of Law," ABA Techshow, Chicago, March 2003.

“Basic Torts Update for Generalists,” National Law Foundation, New York City, November 2002.

“New Era of Confidentiality,” Pace Center for Continuing Legal Education, White Plains, NY, November 2002.

“Nonlegal Careers for Lawyers,” Speaker, American Bar Association, Law Student Division, Annual Meeting, Washington, D.C., August 2002.

“The Future of Multijurisdictional Practice for Corporate Counsel,” University of Texas Corporate Counsel Institute, Houston, April 2002.

“Multijurisdictional Practice Roundtable,” Law Practice Management Section, ABA Midyear Meeting, February 2002.

“ABA Model Rules Update,” National Law Foundation, February 2002.

“Multijurisdictional Practice,” University of Texas Law School Corporate Counsel Institute – April 2002.

“The Law Isn’t Enough: Training Lawyers to Manage their Practices and their Deals,” Business Law Section, ABA Annual Meeting - August 2001.

“Mirror, Mirror on the Wall: What are the Best Management Practices of All,” Law Practice Management Section, ABA Annual Meeting - August 2001.

“New York Rules on Multidisciplinary Practice ,” Albany Law School Center for CLE, October 2001.

“New York Rules on Multidisciplinary Practice ,” New York State Bar Association Corporate law Section , October 2001.

“Déjà Vu All Over Again,” Keynote Speaker, Wisconsin Bar Association Conference on the Future of the Profession, Madison, WI, December 2000.

“Multidisciplinary Practice Roundtable,” American Bar Association, Lake Tahoe, CA, September 2000.

“Legal Ethics for the New Millennium,” National Law Foundation, New York, June 2000.

“Multidisciplinary Practice,” Maryland State Bar Association Annual Meeting, Ocean City, MD, June 2000.

“Law Practice: Future.com,” Maryland State Bar Association Annual Meeting, Ocean City, MD, June 2000.

“Legal Ethics on the Internet,” Pace Law School Alumni Association Reunion, White Plains, NY, May 2000.

“The Y2K Bug and What to Do About It,” Moderator, New York Cooperative Council, Eastchester, NY, October 1999.

“Practice Quality Standards: Is Now the Time?” Panelist, American Bar Association Annual Meeting, August 1999.

“The Report of the ABA Commission on Multidisciplinary Practice,” Moderator, State Bar of Texas, Telephone Seminar, July 1999.

“Trends in the Legal Profession” and “The Role of the Law Librarian in the New Millennium,” Moderator, American Association of Law Libraries and ABA Law Practice Management Section. Washington, D.C., July 1999

“What Will the New Millennium Bring?” Panelist, American Association of Law Libraries Annual Meeting, Washington, D.C., July 1999.

“Practice Management Roundtable,” Panelist, Maryland State Bar Association Law Practice Management Section Annual Meeting, June 1995-1999.

“Legal Ethics for Student Services Professionals,” Moderator, American Association of Law Schools, Section of Student Services, New Orleans, LA, January 1999.

“The Future of the Practice of Law,” Panelist, State Bar of Texas Annual Meeting, Ft. Worth, TX, June 1999.

“Justice Matters, by Roberta Katz,” Moderator of Book Discussion, ABA Techshow, Chicago, IL, March 1999.

“Symposium on Multidisciplinary Practice,” Speaker, Pace Law Review, White Plains, NY, March 1999.

“Internet Research Solutions,” Moderator, ABA Techshow, March 1999.

“How to Start and Build a Law Practice,” Speaker, American Bar Association Law Practice Management Section Midyear Meeting, Beverly Hills, CA, February 1999.

“How to Open Your Own Solo Practice,” Speaker, New York State Bar Association, Midyear Meeting, January 1999.

“Why All Lawyers Are Managers,” Keynote Speaker, Wisconsin Bar Association Midyear Meeting, January 1999

“Ethical Pitfalls for Small Firms,” Speaker, Pace Center for Continuing Legal Education, March 1999, 1998.

“The Ethics of Managing a Law Practice,” Speaker, Westchester Womens’ Bar Association, February 1999.

“How to Succeed in Law School,” Featured Presenter, Pace Center for Continuing Legal Education, White Plains, NY, July 1998-1999, June 1997.

"Legal Malpractice in the Small Firm," Speaker, New York County Lawyers Association, New York, June 1998, 1996, 1994, 1992.

“Multidisciplinary Practice Issues Are Not Just for the Big Guys,” Keynote Speaker, Maryland State Bar Association Estates and Trusts Section, May 1998.

“Multidisciplinary Practice,” Speaker, National Conference on Professional Responsibility, Montreal, Quebec, May 1998.

"Legal Ethics and Malpractice, Speaker, National Law Foundation, Wilmington and Dover, Delaware, May 1996, April 1995, May/June 1994, January 1993.

“Professionalism and Lawyers,” Speaker, Tulane Corporate Law Institute, New Orleans, March 1997.

“Funding a Law School Education in the 90s,” Speaker, American Association of Law Schools, Section of Student Services, Washington, D.C., January 1997.

“How to Start and Build a Law Firm,” Maryland State Bar Association, Baltimore, MD, November 1996, 1995.

"Nonlegal Careers for Lawyers," Keynote Speaker, Alternative Careers Symposium, University of Baltimore School of Law, Baltimore, MD, April 1996, 1995, and March 1994.

"Restructuring the Practice of Law," Speaker, National Conference on Professional Responsibility, San Diego, CA, June 1995.

“Managing Human Resources in the Law Firm,” Speaker, Maryland State Bar Association, Ocean City, MD, June 1995

"Serving Clients Well: Avoiding Malpractice and Ethical Pitfalls in the Practice of Law," Speaker, Fordham Law Stein Center for Ethics and Public Interest Law, New York, May 1995.

“Managing the Small Law Firm," Speaker, Pace Center for Continuing Legal Education, White Plains, NY, May 1995.

"Law Practice Management and Practice Quality Control," Speaker, Regional Conference on Quality Control Committees, American Bar Association Standing Committee on Professional Competence, Jackson Hole, Wyoming, October 1993, and Boston, MA, April 1995.

"The Relationship Between the Law School Curriculum and the Career Services Office," Speaker, National Association for Law Placement Annual Conference, Cleveland, OH, March 1995.

"Understanding Your Lawyer's Ethics," Featured Speaker, Mamaroneck Center for Continuing Education, Mamaroneck, NY, November 1994.

"Nonlegal Careers for Lawyers," American Bar Association Young Lawyers Division, New Orleans, August 1994.

"Healthy Career Choices: The Career Choice Process," American Bar Association Law Practice Management Section, New York, August 1993.

"Effective Marketing for the 90's," Speaker, Maryland State Bar Association, Ocean City, MD, June 1994.

"Managing the Small Law Office," Speaker, Association of the Bar or the City of New York, New York, December 1992.

"Teaching Law Practice Management," Speaker, ABA Law Student Division, Washington, D.C., August, 1992.

"Law Firm Restructuring," panelist, ABA Annual Meeting, Atlanta, August 1991.

"Teaching Law Practice Management," Speaker, National Conference on Managing the Competent Lawyer: Models for Law School Action, ABA Standing Committee on Lawyer Competence, St. Louis, November 1990.