

Cynthia W. Lewis

cynthia.w.lewis@icloud.com
818.321.1105 (mobile)

EDUCATION

Franklin Pierce Law Center, (now University of New Hampshire School of Law), Concord, NH

Juris Doctor, 2001

Simmons College, Boston, MA

Master of Science, Library and Information Science, 1991

Wellesley College, Wellesley, MA

Bachelor of Arts, History and Classical Civilization double major, 1985

EXPERIENCE

Vermont Law and Graduate School, South Royalton, VT

Vice Dean for Faculty, May 2019 –

- Serve on Vermont Law and Graduate School and Vermont Law School leadership teams.
- Represent administration on governance committees including Contract Review Committee; Tenure and Retention Committee; Curriculum Committee, Learning Assessment Committee; Faculty Appointments Committee; and Faculty Development Committee.
- Responsible for teaching assignments, committee assignments, annual reviews, faculty mentoring, and full-time and adjunct faculty contracts.
- Determine agendas for monthly faculty meetings, special topic faculty meetings, and annual faculty retreat.
- Manage instructional and faculty travel and research budgets.
- Supervise the following academic departments: Online Learning Program; Library; Legal Writing; and the International and Comparative Law Program.
- Collaborate with international partner schools, drafts MOUs, advise and approve VLGS students applying for study abroad programs.
- Together with the deans, oversee institution accreditation by ABA Section of Legal Education, American Association of Law Schools (AALS), and New England Commission of Higher Education (NECHE).
- Develop and teach residential and online courses including first year Legal Research and Writing, Legal Writing II, and Legislation and Regulation.
- Chair, Law School Dean Search Committee, 2022-2023.
- Faculty Advisor to VLGS Albert Schweitzer Fellows.

Julien and Virginia Cornell Library, Vermont Law School, South Royalton, VT

Lawyer Librarian, July 2007 – 2009

Lawyer Librarian and Adjunct Professor of Law, 2009 – 2013

Acting Library Director, 2011

Library Director and Assistant Professor of Law, 2013 – 2017

Library Director and Associate Professor of Law, 2017 - 2019

- Manage library operations including overseeing the law library collection and the library physical plant; preparing the library budget; supervising the library staff; administering the state library grant; and developing and implementing long-range plans for the library in accordance with VLS strategic plans and initiatives.
- Propose, launch, and oversee new legal reference to the public services including grant acquisition.
- Develop and teach Advanced Legal Research courses for law students.
- Develop and teach Legislation and Regulation to first year JD students.
- Provide reference and research assistance to faculty, students, staff, and Vermont legal community.
- Serve on faculty committees including Curriculum, Mapping, Assessment, and TAM.

- Serve as Academic Super Advisor to VLS students.
- Elected to Dean's Advisory Committee, 2017, 2018.
- Faculty Advisor to VLS Chapter of SPEAK, 2018-2019.

Hugh and Hazel Darling Law Library, UCLA School of Law, Los Angeles, CA

Acting Law Librarian, May 2006 – May 2007

- Selected by Dean to direct all Law Library operations.
- Appointed as Lecturer to teach Advanced Legal Research.

Associate Law Librarian, July 2005 - May 2006

- Participate in all aspects of Law Library administration including budget administration, facilities planning, programmatic initiatives, personnel management, and technology matters.
- Supervise Law Library management team made up of four divisional directors.
- Oversee the development and implementation of Law library divisional programs and services, policies, and procedures.
- Organize, allocate, and supervise fiscal and human resources to best support programs, services, and policies.
- Manage Law Library teaching program which includes Advanced Legal Research for the law students and Legal Information Resources for the Information Studies graduate students.
- Assist in long-range planning for the Law Library.
- Represent the Law Library on various Law School Committees, campus committees, and at various meetings and other functions.

Electronic Resources Librarian, November 2001 - July 2005

- Provide reference assistance for law school community of 1000+ law students, 200 faculty and staff, as well as students and faculty from the greater UCLA community, and the public.
- Participate in extensive research services provided to Law School faculty members.
- Investigated, developed, and gained approval for a Digital Reference program to be introduced in the Law Library. Implemented software and equipment phase in spring 2005.
- Participated in the development and launch of the library portion of the law school web-site introduced in April 2005.
- Participate in collection management with special focus on electronic legal materials.
- Train law school faculty, library staff, and other library patrons in use of electronic applications.
- Oversee law library computer services department including supervision of computer support team.
- Administer all aspects of computer resources for law library including staff supervision, budgeting, purchasing, installation and maintenance of all computer hardware and software.
- Chair of Public Services Search Committee.
- Active participant in university and library committees.

Los Angeles County Law Library, Los Angeles, CA, June – October 2001

Electronic Services Librarian

- Provide legal reference for Los Angeles County community.
- Select and evaluate electronic resources for main library and branch libraries.
- Train library staff and library patrons in use of electronic applications.
- Maintain library web page.
- Install and maintain public services software and hardware.

Franklin Pierce Law Center, (now University of New Hampshire School of Law), Concord, NH, 1995 – 2001

Reference/Computer Research Librarian

- Provide reference assistance for law school community of 500 students, 75 faculty and staff, and area attorneys.

- Administer electronic research program consisting of Lexis/Nexis, Westlaw/Dialog, web based research services, CD-ROM programs and other computer applications.
- Develop curriculum for and teach in first year Legal Research and Writing program.
- Participate in extensive research for law school faculty members.
- Develop and present Internet training sessions for area attorneys.
- Contribute to library web page.
- Hire, train and supervise 20+ student workers for law school computing center.
- Assist with annual library budget proposal.

Rackemann, Sawyer & Brewster, Boston, MA, 1991 – 1995

Law Librarian

- Train and assist 50+ attorneys in legal research.
- Maintain library of 15,000 volumes and 10+ online services including Lexis/Nexis, Westlaw/Dialog, Information America, Dun & Bradstreet and multiple CD-ROM products.
- Create and monitor INMAGIC databases for in-house automated library catalog and acquisitions systems.
- Hire, train and supervise two part-time library assistants.

Brandeis University Libraries, Waltham, MA, 1989 – 1991

Copy Catalog Assistant

- Catalog and classify monographs using OCLC and GEAC, the Brandeis University online system.
- Supervise book distribution and quality control of cataloging and processing of materials.
- Train student staff in ongoing projects including retrospective conversion.
- Develop instructional guidelines and train 50 member library staff on PRISM.

AWARDS AND HONORS

Franklin Pierce Law Center, Concord, NH, 2001

Staff Recognition Award Recipient

- Awarded by graduating class to a staff member in recognition for extraordinary service to the law school community.

PUBLICATIONS AND PRESENTATIONS

- Panelist, “*Leaning in and Reaching Out: Providing Instructive Models for Delivering Legal Education, Services and Outreach*,” 110th Annual Meeting of the American Association of Law Libraries, Austin, TX, July 17, 2017.
- Panelist, *Legal Reference for Public Librarians*, Annual Vermont Library Conference, Stowe, VT, May 18, 2016.
- Panelist, *Life After Westlaw: One Year Later*. Vermont Legal Aid Staff College, Johnson State College, VT, June 6, 2014.
- Cynthia W. Lewis, *Is Your Library in Good Standing?*, AALL SPECTRUM, July 2013, at 26.
- Panelist, *Life After Westlaw*. Vermont Legal Aid Staff College, Castleton State College, Castleton, VT, June 6, 2013.
- Panelist, *Helping Library Clients Deal with Legal Problems*. Access to Justice Legal Line of Vermont, Berlin, VT, October 19, 2011 & Rutland, VT, April 3, 2012.
- Panelist, *Legal Education and Legal Research: Future Trends and Forecasts*. Vermont Bar Association, Executive Committee Retreat, June 3, 2011.
- Panelist, *ReMapping Faculty Services Support: New Models for Cooperation and Collaboration*. AALL Annual Meeting, Denver, CO, July 12, 2010
- Cynthia W. Lewis, et. al., *State Documents Bibliography: Vermont – An Updated Guide to the Vermont Legal System* in December 2009.

- Cynthia W. Lewis, *Cybersleuthing: A Guide to Improving your Research Skills*, VT. B. J., Fall 2009, at 67 (reviewing CAROLE A. LEVITT & MARK E. ROSCH, *THE CYBERSLEUTH'S GUIDE TO THE INTERNET: CONDUCTING EFFECTIVE INVESTIGATIVE & LEGAL RESEARCH ON THE WEB* (2008)).
- Wesley Lawrence and Cynthia Lewis, *Find it Free and Fast on the Net: Strategies for Legal Research on the Web* (National Business Institute February 2008)
- Cynthia W. Lewis, *Keeping Up with New Legal Titles*, 97 L. Libr. J. 580 (2005) (reviewing Herbert N. Foerstel, *Refuge of a Scoundrel: The Patriot Act in Libraries* (2004)).
- Lesley Duncan and Cynthia Lewis, *Strategic Use of Internet Search Engines in New Hampshire* (National Business Institute June 2000).
- Kathleen Fletcher and Cynthia Lewis, *Internet Strategies for the Paralegal in New Hampshire* (National Business Institute April 1999).

PROFESSIONAL MEMBERSHIPS AND COMMITTEE WORK

- AALS - American Association of Law Schools, 2017 –
AALS, Section on Legal Writing, Reasoning, and Research, 2023 -
- AALL - American Association of Law Libraries, 1991 – 2019
Computer Services SIS, Grants Committee Chair, 2004 - 2005
Computer Services SIS, Recruitment and Involvement Committee Chair, 2005-2006
Academic Law Libraries SIS, NALLM/Mentoring Committee, 2007 – 2008
Academic Law Libraries SIS, Faculty Services Committee, 2009 - 2011
- ASIS&T – American Society for Information Science and Technology 2003 - 2007
- CALI – Center for Computer Assisted Legal Instruction 1997 – 2010
- Friends of Justin Smith Morrill Homestead, Board of Directors, 2009 - 2010
- LAUC-LA - Librarians Association of the University of California, Los Angeles
Executive Board, Secretary, 2005 - 2006
Committee on Library Plans and Policies, 2004 - 2006
Committee on Peer Review, 2001 - 2003
- LLNE – Law Librarians of New England 1991 – 2001, 2007 – 2019
- NELLCO – Board of Directors, 2013 - 2019
- NELLCO – Universal Search Solution Committee 2007 – 2010
- NELLCO – Executive Director Transition and Search Committee, 2016 – 2017
- NELLCO – Budget and Finance Committee, 2017 - 2019
- SCALL – Southern California Association of Law Libraries 2001 - 2007
SCALL Institute Committee, Registration Committee Chair, 2005
SCALL Library School Liaison Committee, 2001 - 2007
- SLA – Special Libraries Association 2001 – 2005
- VCAL - Vermont Consortium of Academic Libraries, Board of Directors, 2013 – 2019
- VCAL - Secretary, 2016 - 2019
- Wellesley College Class of 1985
Class Representative to Alumnae Association, 1995 – 1999
25th Reunion Gift Committee, 2009 – 2010