

# Cynthia W. Lewis

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## 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*,” 110<sup>th</sup> 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