HLS Glossary of Common Terms

1L, 2L, 3L: First-year students (1Ls), second-year students (2Ls), and third-year students (3Ls).

AdUp: HLS Administrative Updates (http://hls.harvard.edu/dept/dos/administrative-updates), where ads for Research Assistants (RAs) and Teaching Assistants (TAs) can be posted.


Assistant Professor: Junior faculty member; tenure-track.


Canvas: Harvard’s course management platform, every registered course has a Canvas page.

Chart of accounts: Harvard’s financial billing code system, also known as the 33-digit billing code.

Clerkships: A post-law school job in the chambers of a judge. Clerkships typically last for 1-2 years. Students can clerk for multiple judges (but only one at a time), and applications can be very competitive. Most HLS students apply for clerkships with federal judges, and occasionally for the Supreme Court.

Climenko Fellows: Post-graduate fellows located in Griswold. Climenko fellows teach sections of the First-Year Legal Research and Writing Program.

Clinical Professor: A professor who teaches in association with one of the Law School’s clinics.

Clinical Program: Gives students hands-on legal experience under the supervision of a licensed attorney. Each clinic is tied to a classroom component as well. HLS offers placements in HLS’ in-house clinics as well as externship clinics.

Concur: Harvard’s financial platform for processing employee reimbursements and corporate card payments. FAs use Concur to process reimbursements and corporate card transactions on behalf of their faculty. http://travel.harvard.edu/concur

Connections: Harvard’s university-wide online directory for staff, faculty, and students. Http://connections.harvard.edu

DOS: Dean of Students office.

EALS: East Asian Legal Studies Program.

FA: Faculty Assistant.

FAS: Faculty of Arts and Sciences, the largest division of Harvard University. Comprises Harvard College, the Graduate School of Arts and Sciences (GSAS), the School of Engineering and Applied Sciences (SEAS), and the Division of Continuing Education (DCE), which include the Extension and Summer Schools.

FRIDA: Faculty Research and Information Delivery Assistance. Operated through the HLS Library, FRIDA is the primary service to obtain delivery of documents, including books, journal and newspaper articles, cases and statutes.
**FSS:** Faculty Support Services.

**GSAS:** Graduate School of Arts and Sciences; under the umbrella of FAS.

**Harkness Café:** Also known as the Hark. HLS’ main cafeteria, on the second floor of WCC (go up the ramp after going through the main entrance). Open from 8am-2pm on weekdays.

**Hark Box:** Coffee stand outpost at the bottom of the ramp leading up to the main Hark.

**Harvard Depository (HD):** Offsite warehouse for storing faculty materials. HLS faculty can store materials in HD and retrieve them at their convenience.

**Helios:** FAs use Helios to enter grades on their faculty member’s behalf, prepare online course evaluations, and edit the bios displayed on the faculty webpages. [http://helios.law.harvard.edu](http://helios.law.harvard.edu)

**HCOM Marketplace:** Procurement system that is part of the Oracle financial platform. Vendors include WB Mason for office supplies, Flagship Press for stationary, and Apple for faculty computer needs.

**HOLLIS:** Harvard University Library’s online catalog. Can be used to search and request books, journal and library articles, media, databases, or to contact the library. [http://Hollis.harvard.edu](http://Hollis.harvard.edu)

**HUIT:** Harvard University Information Technology.

**HBS:** Harvard Business School.

**HGSE:** Harvard Graduate School of Education.

**HKS:** Harvard Kennedy School.

**HMS:** Harvard Medical School.

**HSDM:** Harvard School of Dental Medicine.

**HSPH/The Chan School:** Harvard T.H. Chan School of Public Health.

**HDS:** Harvard Divinity School.

**IGLP:** Institute for Global Law and Policy.

**ITS:** Information Technology Services at HLS.

**Faculty Workshops and Faculty Colloquia:** Weekly gatherings for HLS faculty to present their current scholarship and engage in dialogue with their peers.

**JD:** Juris Doctor degree; the professional law degree required to practice law in the U.S.

**J-Term:** Winter term, which runs for 3 weeks in January.

**Law Journals & Law Reviews:** Periodical academic publications on the law.

**LL.M:** Master of Laws degree; recognized internationally. Many of HLS’ LL.M students are international students seeking a second-level law degree.

**Lecturer on Law:** Teaching appointment designation. Usually appointed by semester.
Letterhead: HLS letterhead for correspondence and recommendation letters; available digitally on the FSS website or hard copies in the FSS office.

LexisNexis: Legal research database featuring a variety of legal documents. Staff members can get a free LexisNexis account through the HLS library.

OSCAR: Online System for Clerkship Application and Review; online portal for uploading clerkship letters, which FAs will do on behalf of their faculty. Only certain judges accept letters through OSCAR.

Oracle: Harvard’s online portal for a variety of financial applications, including reconciling your PCard, processing a non-employee reimbursement, setting up a vendor, paying an invoice, and purchasing office supplies.

OCS: Office of Career Services; manages the clerkship process from the student end.

PCard: Purchasing card used by FAs to pay for HLS-related expenses (paying invoices, catering, taxis for faculty, office supplies, etc). Faculty may also have PCards, which their FAs reconcile.

Professor of Practice: Teaching appointment designation.

Professor: Tenured faculty member.

RA: Research Assistant; typically law students hired by faculty who assist with research, part-time, on a per-semester basis. FAs assist with setting RAs up on payroll and signing their weekly timesheets.

Summer Associates: Law students hired to work at law firms over the summer. This gives students practical experience and exposure to legal work, and lets law firms evaluate students whom they may want to hire for a permanent position after graduation. Most big law firms have robust summer associate programs, and many students secure post-grad positions through their summer associate programs.

SJD: Doctor of Juridical Science; HLS’ most advanced law degree, typically completed by LL.M graduates.


Secure and Large File Transfer: HLS’ portal for transmitting files too large to be sent over regular email, or those containing sensitive information. https://hlsfiletransfer.law.harvard.edu/

TAs: Teaching Assistants hired by faculty to help with course teaching needs. All TAs must be approved by Catherine Claypoole. Once approved, FAs assist with payroll set-up and signing the TA’s weekly timesheets.

Visiting Professor: Teaching appointment designation. Usually appointed by semester.


Westlaw: Legal research database featuring a variety of legal documents. Staff members can get a free Westlaw account through the HLS library.