

**Marlene A. Murphy, Esq.**

[mmurphy1@nova.edu](mailto:mmurphy1@nova.edu)

**Professor of Practice**

954-262-6255 (w)

Academic Success and Professionalism Program

Nova Southeastern University, Shepard Broad College of Law

3305 College Avenue, Fort Lauderdale, FL 33314

## **EDUCATION**

### **Juris Doctor, (J.D.)**

Nova Southeastern University, Shepard Broad College of Law

*Award: Pro Bono Honor Program*

*Award: Dean's List Winter 2007*

*Award: Dean's List Fall 2006*

### **Bachelor of Laws (LLB)**

University of the West Indies, Cave Hill, Barbados Campus

**Recognition:** *U.S. equivalent of Cum laude*

### **Bachelor of Arts, History (B.A.)**

University of the West Indies, Mona, Jamaica Campus

**Recognition:** *U.S. equivalent of Summa cum laude*

*Award: Dean's Award for Excellence*

*Award: Neville Hall Faculty Prize*

*Award: University Course Prize, Year II Faculty Prize*

## **PROFESSIONAL EXPERIENCE**

### **Professor of Practice**

June 2015- Present

Nova Southeastern University Shepard Broad College of Law Fort Lauderdale, FL

- Teach 2L students Elements of Legal Analysis (ELA), an upper level skills course in the Academic Success and Professionalism Program (ASP). Also teach in the 3L and 4L pre-bar preparation programs, and provide academic support for all students in the areas of study skills, critical reading and legal writing.
- Mentor, coach and prepare law school graduates, enrolled in the Nova Bar Success Program, to take the Florida Bar Exams in February and July each year.
- Assist with designing and presenting various skills workshops and instructional segments for the Academic Success and Professionalism Program (ASP) on preparing students for and succeeding in law school.
- Interact with students informally and formally on a regular basis and counsel students on non-academic and academic issues to ensure success in law school and beyond.
- Monitor students' attendance and participation in academic support sessions on an ongoing basis to maintain the quality of the program.
- Identify and collaborate with faculty in assessing, improving and critiquing student skills development.
- Coordinate and create structures for the integration of law school and community-wide resources to facilitate the delivery and development of the bar examination initiative across the curriculum.

**Adjunct Faculty /FBAP coach**

July 2008 – June 2015

Nova Southeastern University, Shepard Broad College of Law      Fort Lauderdale, FL

- Mentor and prepare law school graduates enrolled in the Nova Bar Success Program to take the Florida Bar Exams.
- Provide guidance and instruction to assigned students on best possible ways to maximize study/course guides.
- Meet with students weekly and consult with students by telephone and email.
- Participate in preparing detailed Bar study plans to suit each student, adjust schedules based on each student's progress.
- Monitor the progress of each student, direct and advise each student about how to practice Multiple Choice and essay questions in their bar prep programs; Assign essays and give weekly feedback.
- Keep track of student's progress, collect and compile weekly statistics from each student, and keep an accurate and current record of each student's essay and multiple choice scores.
- Report scores, progress and all information relating to the performance of each student and respond to questions on the data in a prompt manner.

**Campus Dean**

April 2013– May 2015

Strayer University

Fort Lauderdale Campus, FL

- Management responsibility for all academic functions on the campus to ensure an environment supportive of a quality educational experience for students and faculty and maintain a campus culture that guarantee the campus achieves all quarterly goals.
- Organize and actively support all campus new student enrolment and continuing student retention efforts as well as collaborate with all campus departments as necessary to promote student success and achieve campus objectives.
- Ensure compliance with academic policies, procedures and standards including specific state regulations. Ensure compliance with the University Faculty and Staff Handbook, Student Handbook, and Information Technology policies as published. Ensure staff compliance with applicable University-wide required training.
- Ensure that expected student learning outcomes are achieved by auditing course syllabi, reviewing course learning assessment tools, and ensuring instructional quality.
- Teach all law related courses online and on campus; observe faculty, advise students, and verify academic quality.
- Select, assign and mentor faculty in accordance with the University's faculty hiring procedures including ensuring their successful completion of teaching demonstrations and faculty orientations.
- Screen, interview, hire and evaluate all academic campus-level staff (Academic Assistant, LRC Manager) and ensure that they are aware of performance expectations in the appropriate areas of responsibility.
- Evaluate the performance of each full-time faculty, adjunct faculty, and academic staff each year. Address all issues related to faculty and staff performance, student behavior, and campus operations immediately as they occur.

- Monitor full-time faculty and the Associate Campus Dean teaching schedules and additional campus hours as specified in their contracts.
- Conduct, review and discuss student evaluations (Student Opinion Poll course data), as well as class observation data, with faculty each quarter to improve teaching and other aspects of performance.
- Implement the University's faculty development program by providing: information on the availability of professional growth and development funds, procedures to be followed by faculty in requesting such funds, participation in professional associations, and the development, execution and evaluation of professional development plans.
- Continually fostering a cohesive professional community at the campus by holding quarterly meetings of full-and part-time faculty, disseminating information from the University administration to the faculty and staff and communicating resource needs to appropriate authorities, and encouraging the participation of faculty and academic staff in university activities and programs.
- Manage academic advising, student tutoring in basic subjects, Developmental Math and English, and other educational support programs and services.
- Conduct new student orientations every quarter, introduce students and faculty to the University's online learning platform and familiarize adult learners with University policies, procedures, and services; provides ongoing assistance and support to campus-based students enrolled in online classes.
- Ensure timely program completion by collaboratively scheduling classes when students need them, sharing faculty with other campuses and online, and creating and maintaining annual campus class schedules at all times.
- Manage the advising, tutoring, and class count budgets within expected limits. Tracks and improves campus cohort graduation rates.
- Manage the campus Learning Resource Center to achieve its information literacy and career development objectives; manage the campus computer labs to assure effective student learning and operations.
- Participates in the ongoing assessment of university programs and services.

**Full Time Faculty**  
**Strayer University**

January 2011– March 2013  
**Fort Lauderdale Campus, FL**

- Perform the job functions of full-time faculty, student advisor, faculty development specialist, classroom evaluator and faculty senate member.
- Teach graduate and undergraduate legal and criminal justices courses online and on ground. Courses taught includes Business Law I (LEG 100); White Collar Crime (LEG 200); Criminal Law (LEG 320); Law Ethics and Corporate Governance (LEG 500), and Criminal Justice (CRJ ) Courses.
- Deliver quality education by managing academic resources; ensure proper instruction, assessment and delivery of curriculum materials; manage the learning environment both on line and on ground; and facilitate the use of the institution's learning methods and materials.
- Collaborate with other Campus Deans to determine faculty staffing needs; facilitate new faculty training and professional development; provide support to other Campus Deans in the selection, hiring and scheduling of faculty.
- Work with other Campus Deans to ensure campus compliance with DOE guidelines, Accrediting organization's criteria and the University's policies, procedures and practices.

- Enrol students in classes, review program curriculum; advice on course selection; prepare PEP; explain repeat policies; advice on probation, suspension and termination; advice students on progress toward graduation.
- Record First Quarter Advising comments, probation suspension and termination comments in Strayer 360 dashboard; submit cases to the Registrar or generate cases when necessary to the appropriate designee for appeals to ensure compliance with internal audits. Contact advisees at least twice per quarter.
- Attend and participate in Faculty Training Workshops; WebEx faculty training sessions, commencement. Support new faculty through the orientation process; host synchronous sessions for new faculty; Mentors new on-ground or online faculty.
- Develop teaching best practices resources and Blackboard best practice resources. Create job aids and other faculty resources; Conduct webinars and/or discussions around best practices in teaching.
- Travel to a minimum of three (3) assigned campuses per week and conduct classroom observations for the entire four hour class period and complete detailed written reports in Literati for each observed class within 48 hours of the observation.
- Complete the standard evaluation form during each of the classes observed and participate in weekly WebEx sessions and phone calls with the Director of Faculty Evaluation.
- Serve on the Academics Committee; Participate in discussions on the way forward for Faculty development. Assist in directing the Faculty Senate to pursue a very vital and dynamic program of work for the University.

**Attorney/Sole Practitioner**

January 2008 – December 2012

Law Offices of Marlene A. Armstrong, P.A.

Pompano Beach, FL

- Represent and counsel clients in Family Law matters including divorce proceedings, child support, custody, domestic violence matters.
- Represent and counsel clients in Foreclosure Defence. Negotiates Loan modifications with Mortgage Companies, Servicers, and investors.
- Attend calendar calls, motion hearings, and depositions.
- Represent and counsel clients in probate matters.
- Prepare Estate Planning Documents- Wills, Durable Power of Attorney, Living Wills, Quit Claim Deed.
- Review contract documents, Draft contracts and facilitate execution of contract documents.

**Associate Attorney**

September 2007 – December 2007

Law Offices of Mair, Mair & Associates, P.A.

Fort Lauderdale, FL

- Prepare legal briefs, memoranda, and correspondence on civil litigation matters, wrongful termination, and breach of contract.
- Draft Complaints, Motions, Orders, Notices, Discovery, Appellate briefs, memoranda, and conduct legal research.
- Attend calendar calls, motion hearings, and assist at depositions, Represent clients at arraignments in criminal cases.

**Legal Assistant**

October 2005 - December 2005

Law Office of Tanya T. Williams, P.A

Fort Lauderdale, FL

- Draft pleadings and correspondence in probate cases, Draft wills, power of attorney and health-care directives
- Assist in residential real estate closings
- Prepare correspondence to clients.

**Probation Specialist**

August 2004 – August 2005

Broward Sheriff's Office, Probation Division

Hollywood, FL

- Supervise individuals placed on misdemeanour/felony probation.
- Review court-ordered conditions and ensure that probationers complied with completed conditions of probation.
- Prepare status reports and warrants for judges' considerations for violations of court-ordered conditions.
- Schedule and attend court hearings concerning probationers.
- Communicate with court personnel, attorneys, treatment counselors and law enforcement officers on issues relating to probationers conduct.

**Paralegal Specialist**

February 2004 - August 2004

Office of the Attorney General,

Children's' Legal Services Division

Fort Lauderdale, FL

- Draft and file in Broward court, all dependency pleadings pursuant to Florida Statutes, Chapters 39, 61 and 409.
- Draft and file in Broward court, Shelter Petitions, verified Petitions for Dependency, Travel Motions, Motions to Administer Medications to Dependent Children, Motions for Reunification, Visitation and Change of Placement, Affidavits and Petitions for Termination of Parental Rights.
- Prepare subpoenas, summonses, memoranda, correspondence, and instructions for service of documents.
- Prepare and file in Broward court, formal orders, Referrals to General Master, Disposition Orders and served copies on all relevant parties.
- Schedule arraignments and motion hearings.
- Ensure the transportation of incarcerated parents to court hearings.
- Review case plans, predisposition studies, and conducted conferences with caseworkers and child protective investigators on all matters related to dependency proceedings.
- Conduct discovery and prepare responses to discovery matters.

**Paralegal**

February 2003 - May 2003

Law Office of Stephen G. Melcer

Boca Raton, FL

- Prepare and file probate pleadings.
- Draft wills, trusts, powers of attorney, and living wills.
- Prepare individual, trusts and estate tax returns pursuant to Florida Statutes, Chapters 706, 709, 1041.
- Calculate shares and stock valuation for tax purposes.
- Conduct legal research pertaining to probate matters.

**Senior Legal Counsel**

June 2000-September 2002

Jamaica Customs Department

Kingston, Jamaica

- Litigate civil and criminal cases pertaining to breaches of Customs Laws.

- Provide legal advice on all matters related to customs operations and procedures.
- Interpret and review customs legislations, treaties, and conventions.
- Conduct training seminars for customs officials.
- Represent the Department at regional and international trade seminars.

**Attorney/Case Manager**

November 1997- May 2000

Administrator General's Department

Kingston, Jamaica

- Supervise paralegals and support staff in estates and trusts administration.
- Provide legal advice and case management to internal and external clients in order to ensure compliance.
- Prepare and implement corporate strategic plans, evaluate and monitor key performance targets, caseloads, and corporate goals.
- Conduct interviews with clients from diverse socio-economic backgrounds; assessed their needs, and make determinations concerning advancement of trust funds.
- Draft court applications for probate, Letters of Administration and civil proceedings.
- Attend court hearings, argue motions on issues pertaining to the administration of estates.
- Provide legal advice on the appropriate settlements in civil suits.
- Conduct performance appraisals, make recommendations for promotions, terminations and disciplinary measures.
- Conduct workshops and seminars on estate administration.

**Assistant Trustee in Bankruptcy**

January 1986- November 1997

Office of the Trustee in Bankruptcy

Kingston, Jamaica

- Supervise staff in the administration and management of bankruptcy cases.
- Conduct examinations and make recommendations to the court.
- Interview, investigate, and report on the conduct of clients during administration cases.
- Manage and administer cases for insolvent commercial clients from liquidation to negotiated settlements, and draft Compromise Agreements.
- Approve payments and dividends to creditors.

**PROFESSIONAL MEMBERSHIPS, SKILLS AND ABILITIES**

Florida Bar Association – 2007; Jamaica Bar Association – 1997

**Skills and Abilities**

Demonstrated excellence in teaching (in the classroom and online); Proficiency in using Blackboard LMS, E-College, Kaltura, Lynda.com, Literati, Collaborate, WebEx, all Microsoft Office based systems- MS-word, MS-power point presentation, MS-excel, MS-outlook.

**Teaching Philosophy** – I use a variety of strategies to prepare students for the future and improve their quality of life. To accomplish this, I apply different instructional planning and assessment tools that allow me to, not only educate, but to inspire students, who use what they learn to inspire others.