

**SUSAN H. JOFFE**  
Susan.Joffe@nyls.edu

**TEACHING EXPERIENCE**

NEW YORK LAW SCHOOL, New York, NY  
Visiting Assistant Professor of Law  
Taught Legal Practice I and II, 2019-currently

MAURICE A. DEANE SCHOOL OF LAW at Hofstra University,  
Hempstead, New York  
Professor of Legal Research and Writing, 2013 - 2019  
Associate Professor of Legal Research and Writing, 2009 - 2013  
Assistant Professor of Legal Research and Writing, 2005 - 2009  
Taught classes in Legal Analysis, Writing & Research I and II; Legal Writing; Appellate  
Advocacy; Employment Law; Employment Discrimination; Contracts; Perspectives in  
Legal Analysis; Introduction to Law; and various independent studies related to  
Employment Law

FIVE TOWNS COLLEGE, Dix Hills, New York  
Assistant Professor of English, 1980 - 1986  
Taught English Composition, Journalism, Creative Writing

NASSAU COMMUNITY COLLEGE, Garden City, New York  
HERBERT H. LEHMAN COLLEGE (CUNY), Bronx, New York  
Adjunct Instructor of English, 1973 - 1980  
Taught English Composition, Introduction to American Literature, Remedial  
Writing Skills

**LEGAL EXPERIENCE**

HOLLAND & KNIGHT LLP, New York, NY  
Senior Counsel, January 2000 - July 2005  
Labor and employment law, including employee benefits law, employment  
discrimination litigation, labor relations, alternate dispute resolution, restrictive  
covenants, workplace privacy, and wage and hour law.

RAINS & POGREBIN, P.C., Mineola, New York  
Associate, September 1993 - December 1999  
Labor and employment law, including employment discrimination litigation, personnel  
policies, collective bargaining, defamation and other employment related torts.

PAUL, WEISS, RIFKIND, WHARTON & GARRISON, New York, NY  
Associate in Employee Benefits group, September 1990 - August 1993  
Summer Associate, 1988

HONORABLE REENA RAGGI, United States Court of Appeals for the Second Circuit,  
(U.S. District Court, E.D.N.Y. at the time of my clerkship)  
Law Clerk, September 1989 - August 1990  
Research and writing draft opinions concerning discrimination claims, review of  
administrative decisions, contract and tort claims, and habeas petitions

HONORABLE JACOB MISHLER, U.S. District Court, E.D.N.Y.  
Summer Intern, 1987  
Research and writing draft opinions concerning first amendment issues, civil rights  
claims, appeal of administrative decisions

### **EDUCATION**

HOFSTRA UNIVERSITY SCHOOL OF LAW, Hempstead, New York  
J.D. May 1989  
Rank: 1 of 301  
Honors: Most Distinguished Academic Record  
Law Review - Articles Editor  
Full Merit Scholarship

STATE UNIVERSITY OF NEW YORK AT STONY BROOK  
M.A. in English, December 1972  
Advanced graduate work in English and teaching assistantship 1972 - 1975

HERBERT H. LEHMAN COLLEGE (CUNY), Bronx, New York  
B.A. May 1971, Major - English  
Honors: Magna cum laude, Honors in English, Dean's List

### **PUBLICATIONS AND PRESENTATIONS**

“Learning to Write or Writing to Learn? Integration Efforts in Doctrinal Classrooms,”  
The Learning Curve (2010)

Contributing author to "Discrimination/Retaliation," Family and Medical  
Leave Act (ABA treatise) (2006)

"Tax Treatment of Settlement Payments in Employment Discrimination Cases,"  
Employment Relations Today (Summer 1989) (co-authored with Michael Album)

“A comparative approach to United States Employment Law.” Presentation to a group of  
20 LL.M. students from Erasmus University Rotterdam visiting from the Netherlands on  
April 7, 2017 at Hofstra University.

“Cyber Security and Electronic Employment Records.” Participated in a panel discussion at the Hofstra Labor & Employment Law Journal Symposium on April 15, 2016 in Carle Place, N.Y.

“Raising the Minimum Wage: Legislative and Regulatory Approaches.” Presentation to more than 100 participants in PEIR (Personal Enrichment in Retirement), a division of Hofstra University’s Lifelong Learning and Community Programs on December 18, 2015.

“Tell me what you found: Preparing students to effectively deliver oral reports.” Presentation at Legal Writing Institute One-Day Workshop at Touro Law Center on December 5, 2013.

“Forging a Path: Dissecting Controversial Health Legislation in the Workplace.” Moderated panel on workplace uncertainties under the ACA at a Symposium on November 1, 2013 at Hofstra University.

“Hofstra Labor and Employment Journal 30<sup>th</sup> Anniversary Symposium.” Moderated panels on recent changes in traditional labor law and changes in employee benefits law at Journal Symposium on April 17, 2013 at Hofstra Law School.

“Teaching Professionalism: Preparing effective client advice in E-mail format,” Presentation at Legal Writing Institute One Day Workshop at New York Law School on December 7, 2012. The theme of the workshop was “Teaching research and legal writing for a practice-ready job market“

“Learning to Listen: Simulating a Client Interview,” presentation to the 15<sup>th</sup> Biennial Conference of the Legal Writing Institute in Palm Desert, California on May 31, 2012

“Both Sides Now,” Presentation on appellate advocacy at the Legal Writing Institute One Day Workshop at Brooklyn Law School on December 2, 2011

“Recent Trends in Employment Discrimination Law,” Presentation to P.E.I.R. (Personal Enrichment in Retirement) on October 11, 2011 at Hofstra University

“Communicating Effectively via E-mail in Legal Practice,” Presentation at the Western Regional Legal Writing Conference on August 26-27, 2011 at the University of San Francisco Law School. The theme of the conference was “How to Hit the Ground Writing: Meeting the Expectations of the Changing Legal Market”

“Grading Papers and Handling Student Conferences: Evaluating Student Writing from Both Sides of a Persuasive Brief,” Presentation at the Legal Writing Institute One Day Workshop at St. Johns University on December 3, 2010

“Hard Times: Challenges Facing Unemployment Benefit Applicants,” Presentation at the Hofstra Center for the Study of Labor and Democracy on October 21, 2010, commemorating the 75<sup>th</sup> anniversary of the unemployment insurance system

“Risks and Opportunities: The Interview and Selection Process,” Presentation to the Education Committee of the Nassau County Bar Association, June 15, 2010

“Learning to Listen: Incorporating Interviewing Skills into the Legal Writing Curriculum,” Presentation to Empire Legal Writing Institute Symposium at Hofstra University School of Law, May 2010

“Uncertain Times, Uncertain Jobs & Benefits: Can We Really Stabilize Healthcare,” Moderated ERISA/COBRA Healthcare Panel Event at Hofstra Law School on March 19, 2010, sponsored by the Hofstra Labor & Employment Law Journal

“Family and Medical Leave Updates,” Presentation to the Education Committee, Nassau County Bar Association, May 2009.

“The Grand Irony of ERISA: Intersectionality of ERISA Preemption and Remedial Issues,” Moderated four panels at Hofstra Labor & Employment Law Journal Symposium in New York City on March 13, 2009

"Legal Risks and Opportunities: Recruiting and Interviewing," Presentation to Nassau/Suffolk Nurse Recruiting Association, March 8, 2008

"The Family and Medical Leave Act: An Employer's Perspective," presentation designed and videotaped for all Holland & Knight offices and granted continuing legal education (CLE) credit, February, 2005

"Navigating the Shores of United States Employment Law," presentation at Holland & Knight to visiting students of University of Copenhagen Legal Debating Society, August 2004

"Balancing Security and Privacy in the Workplace," presentation to Society for Human Resource Managers conference, April 2004

"Benefits and Drawbacks of Mandatory Arbitration Agreements in the Workplace," presentation to New York Software Industries Association conference, January 2003

Quoted in Newsday articles, “Former LIRR President alleges discrimination,” June 30, 2014; “Lawyers line up on unpaid-intern buffet,” August 30, 2015. Interviewed by News 4 for story on widow required to return husband’s pension that was paid in error, September 15, 2015.

## **SCHOOL SERVICE, PROFESSIONAL ACTIVITIES AND COMMUNITY SERVICE**

### ***Service to the Law School***

Faculty Advisor to Hofstra Labor and Employment Journal (2006 – June 2019).

As journal advisor, I consult with the editorial board, advise students on their notes, prepare orientation lessons for new staff members and advise and participate in the annual Symposium

Faculty Advisor to Unemployment Action Center (2013 – June 2019).

Students earn pro bono credit for assisting claimants in their appeals for unemployment benefits.

Faculty Liaison to the Theodore Roosevelt Inn of Court (June 2017 – June 2019).

Students participate with Nassau County lawyers and judges in researching and presenting CLE programs

Faculty Advisor to Hofstra Labor and Employment Law Society (2011 – 2013)

Faculty Advisor to Hofstra Law Women (2015 – June 2019)

Faculty Advisor to student notes.

From 2013 through 2019, I advised no fewer than six student notes each year for students on the Labor and Employment Journal and Hofstra Law Review on topics related to Employment Law, and as many as eight notes per year.

Participation on Hofstra Law School Committees

- Learning Objectives

- Academic Support and Bar Passage

- Committee on Appointment, Reappointment and Promotion of Clinical, Skills, Legal

Writing and Academic Support Faculty (chair, 2015-16)

- Curriculum and Academic Standards

- Judicial Clerkships

- Admissions and Academic Standing

Assisting students in Bar preparation (2013-2017)

In conjunction with Academic Success, tutoring recent graduates in essay writing and reviewing their practice MEE and MPT essays.

Independent studies. From 2013 – 2018, I supervised six independent studies.

Mentor to new legal writing faculty

Volunteer time to assist in career services for students:

Review student cover letters and resumes  
Participated in “Discover your passion” panels on Employment law  
Participated in panels on Judicial Clerkships  
Assisted students in their job search by reaching out to colleagues at various law firms  
Participated in interviews of students for endowed scholarships employment and labor law.

### ***Professional service***

Member, Legal Writing Institute; served on New Member Outreach Committee

Contribute teaching materials through Legal Writing listserv

Judge, Brief Writing Contest for Scribes, the American Society of Legal Writers (2008 – currently)

Judge, National Moot Court Competition in Child Welfare & Adoption Law (2011 – 2018)

### ***Community service***

Pro bono legal service to Books for Kids, an organization providing books for underprivileged students in New York City (2004 – 09).

Volunteer Small Claims Arbitrator - Civil Court of the City of New York, 2003 - 2006

Mentor to students in LaGuardia High School Moot Court/Mock Trial program - 2000 - 2005

Congregation Ohav Sholom, Merrick New York: Co-chair Social Action Committee, 1998 – 2019 (coordinate visits to ill and homebound; collect food and clothing for needy); volunteer legal services to synagogue; member Board of Trustees

Merrick Bellmore Bikur Cholim: Founding member and co-chair of community organization for helping the ill (coordinate community blood drives, visits to nursing homes, etc)

### **ADMISSIONS TO BAR**

New York State

U.S. Court of Appeals, Second Circuit

U.S. District Court, Southern and Eastern Districts of New York