

## **SUE PAYNE**

### **Employment**

#### **Emory Law School, Atlanta, Georgia**

Executive Director of the Center for Transactional Law and Practice and Professor in the Practice of Law, September 2012 – present.

Oversee the administration of the Transactional Law Program and the Transactional Law and Skills Certificate Program.

Recruit, hire, train, and evaluate adjunct professors to teach *Contract Drafting*, *Deal Skills*, and a variety of other capstone courses. Coordinate changes to curriculum, syllabi, and other course materials.

Teach one section of *Contract Drafting* or *Deal Skills* each semester.

Counsel students about their course schedules and career paths. Pre-select students for registration in Doing Deals courses. Handle all student questions and complaints about Doing Deals courses.

Market the Transactional Law Program to students, alumni, and other groups through presentations and meetings.

Host the Transactional Law and Skills Education Conference every two years. Host the Southeast Regional LawMeets® competition every two years.

Coach Emory's Transactional Law Program Negotiation Team.

#### **Northwestern University School of Law, Chicago, Illinois**

Clinical Assistant Professor of Law, August 2005 – August 2012.

Taught *Basics of Contract Drafting* to second and third year

law students, LLM candidates, and JD/MBA candidates.

Created and managed the *Contract Drafting Module* taught to all first year law students. Trained and supervised professors who taught the Module and teaching assistants who helped evaluate the students' contracts.

**John Marshall Law School**, Chicago Illinois

Writing Resource Advisor, October 2004 – May 2005.

Tutored first year law students regarding legal analysis and writing.

**Loyola University Law School**, Chicago, Illinois

Director and Instructor, Diagnostic Writing Workshop, Fall 2002.

Directed basic writing workshop for incoming first year law students. Created and administered diagnostic writing test, coordinated grading of tests, selected participants, designed curriculum, hired and supervised instructors.

**Information Resources, Inc.**, Chicago, Illinois

Vice President and Corporate Counsel, January 2000 – June 2005.

Negotiated and drafted multimillion dollar data and software licensing agreements. Negotiated and drafted cooperative marketing, service level, employment, and non-disclosure agreements. Monitored contract compliance and oversaw dispute resolution. Drafted opinion letters. Conducted due diligence.

Counseled clients regarding all aspects of employment law. Drafted, reviewed, and revised employee handbooks, policies, and procedures. Defended the Company against employment discrimination charges before federal, state, and municipal agencies and courts. Conducted harassment investigations and recommended remedial action.

Hired, directed, and supervised outside corporate counsel.

**Butler, Rubin, Saltarelli & Boyd**, Chicago, Illinois

Partner, January 1991 – December 1999; Associate, August 1985 – January 1991.

Consulted daily with client decision makers regarding all aspects of the employment relationship, such as harassment complaints and investigations, compensation and wage and hour issues, accidents and violence in the workplace, drug testing policies, and diversity issues.

Handled employment discrimination complaints pending in federal and state court as well as before federal, state, and municipal agencies. Negotiated and drafted employment contracts, severance packages, general releases, and settlement agreements. Reviewed and revised employee manuals and employment policies.

Recruited, trained, supervised, and evaluated summer clerks, associates, and paralegals. Directed summer clerk program and headed Associate Development Committee.

Hired, directed, and supervised outside litigation counsel.

## **Education**

**Northwestern University School of Law**, J.D., 1985.

*Journal of Criminal Law and Criminology*, 1983.

**The Ohio State University**, M.A., 1978.

English Language and Literature.

**Denison University**, B.A., 1975.

*Magna cum laude*. Secondary school teacher certification in English.

## **Honors**

**Nominee**, Outstanding Small Class Professor, 2010.

**Honorable Mention**, Dean's Teaching Award, 2008.

## **Publications**

### **Books**

Basic Contract Drafting Assignments: A Narrative Approach,  
New York: Aspen Publishers, 2011.

### **Articles**

"Common Ground: Five Essential Writing Skills for Litigators and Contract Drafters," *Georgia Bar Journal*, Vol. 19, No. 2, October 2013, pp. 52-55 (with Jennifer Murphy Romig).

"Teaching Contract Drafting to First-Year Law Students in Three Hours or Less," *Perspectives*, Vol. 18, Nos. 2 and 3, Winter/Spring 2010, pp. 145-150.

"Creating Contract Drafting Exercises and Critiquing Student Contracts," *Transactions: The Tennessee Journal of Business Law, Special Report 2009* (Teaching Drafting and Transactional Skills: The Basics and Beyond, Emory Transactional Law and Skills Education Conference, Summer of 2008).

### **Presentations**

"Skills is Not a Dirty Word: Identifying and Teaching Transactional Law Competencies" (moderated keynote panel)  
2014 Transactional Law and Skills Education Conference

"Teaching Transactional Skills: Course, Immersion, Program"  
2014 Transactional Law and Skills Education Conference

"Why Quantitative Social Sciences are Important to Transactional Attorneys"  
2013 Emory Quantitative Social Sciences Meet and Greet

"Contract Drafting: A One Semester Simulation-Based Course"  
2013 Southeastern Association of Law Schools Conference

"Contract Drafting Basics"  
2012 Continuing Education Meeting, Commercial Real Estate Women,

"In Dreams Begin Responsibilities: A Five-Step Plan for the Continued Development of Transactional Law and Skills Education" (keynote address)

2012 Transactional Law and Skills Education Conference

"Incorporating a Contract Drafting Module into Contracts or Legal Writing Courses"

2012 Transactional Law and Skills Education Conference

"Mission Possible: Our Mostly Successful Effort to Introduce Law Students to Contract Drafting in the First Year Writing Course"

Central States Regional Conference, Fall 2011.

"Using Simulations to Teach Contract Drafting"

10<sup>th</sup> Annual Transactional Clinicians Conference, Spring 2011.

"Beyond the Boilerplate: Learning Effective Drafting Techniques for Contracts and Wills"

Legal Writing Institute Conference, Summer 2010.

"Outcomes and Assessments: Voice Commenting on Contracts"

*Transactional Education: What's Next?*

Emory Transactional Law Conference, Summer 2010.

"Creating Contract Drafting Exercises" and "Critiquing Student Contracts"

*Teaching Drafting and Transactional Skills: The Basics and Beyond*

Emory Transactional Law Conference, Summer 2008.

### **Service to Emory University School of Law**

Member, Experiential Learning Committee, 2014 – present.

Member, Curriculum Committee, 2013 – 2014.

Faculty Sponsor, Emory Corporate and Business Law Society, 2012 – present.

Moderator, Transactional Law Panel, Bass Career Summit for 1Ls, 2012, 2013, and 2014.

### **Other Professional Activities**

Member, American Association of Law Schools Section on Transactional

Law and Skills.

Member, Steering Committee, "Teaching Drafting and Transactional Skills: The Basics and Beyond," Emory University School of Law, May 30-31, 2008.

### **Community Service**

Secretary, Board of Directors, PEER Services, Evanston, Illinois, February 2011 – September 2012.

Member, Advisory Board, The Robert Frost Place, Franconia, New Hampshire, 1998 – 2009.