

### Information and Guidelines for Proposals for Social Justice Mondays

Social Justice Mondays is an organized, weekly series that aims to create a forum to bring awareness and encourage discussion about the many issues that surround the idea of "social justice" in order to educate and strengthen the community of students, faculty and staff at Seattle University School of Law.

We invite students, student organizations, faculty, and staff to contact ATJI if interested in proposing a program/event idea for Social Justice Mondays.

The following considerations will be used in evaluating proposals:

- Whether the topic touches on issues faced by marginalized communities (e.g., race, class, gender, ability);
- Whether the topic provokes conversations based on intersectionality of issues and/or collaborations between different communities;
- Whether the topic adds unique and/or novel ideas to the conversation on social justice\* at the law school; and
- Whether the topic addresses a present need or concern in the community.

\*The Social Justice Coalition's working definition of "Social Justice" is the following:

Social Justice is a process that involves critical examination, dialogue, and collaborative action on an individual, local, and global level that seeks:

- 1) Eradication of historic, systemic, institutionalized, and intersectional oppression;
- 2) Equitable (re)distribution of power, resources, and opportunities; and
- 3) Empowerment of people and communities to exercise self-determination, to realize their full potential, and to live with dignity.

All proposals should include at least:

- A brief description of the event;
- Suggested speaker(s) (include moderator if other than you);
- Type of event format (e.g., panel discussion, teach-in, interactive workshop)

All proposals should be submitted to **Lily Su**, [lsu@seattleu.edu](mailto:lsu@seattleu.edu) in ATJI and we will work with you to schedule a date for the Social Justice Monday you propose.

**You will be responsible for the following:**

- Organizing the event, which includes contacting and confirming speaker(s), arranging for any materials including PowerPoint presentations, securing permission to show a film (if applicable), and facilitating the event. ATJI Associate Director Lily Su will provide guidance on how you can most successfully facilitate, moderate, and introduce your presentation.
- Sending the information necessary for the event announcement (summary of presentation, speaker bios and headshots) to ATJI at least three weeks before the event. Lily will send reminder emails and work with you on the announcement before it is deemed final.
- If your presentation includes background literature, community contacts, or any additional resources on the topic of your presentation, ATJI can send a follow-up email to all participants after the event.

**ATJI will be responsible for the following:**

- Reserving room C-5 for every Social Justice Monday which will take place every Monday (except for holidays and last week of class) from noon to 12:50 p.m. Please be mindful of the length of the presentation as there is usually a class starting immediately following the event.
- Providing lunch for attendees.
- Arranging for parking passes for invited speaker(s) who are not faculty, staff or students.
- Advertising the event via email and ConnectSU the week prior to the event and the day of the event. Organizers are encouraged to do their own additional advertising after the announcement has been finalized by ATJI.
- Arranging for technology which includes uploading PowerPoint presentations and video recording the event. The recordings will be made available via [ATJI's multimedia library](#). Please note that invited speaker(s) who are not faculty, staff or students will be asked to sign a release form for video recording when they arrive for the presentation. If your speaker(s) would like to see the form before the event, please contact Lily.

FOR QUESTIONS or HELP WITH DEVELOPING AN IDEA FOR A PROPOSAL: Contact **Lily Su**, [lsu@seattleu.edu](mailto:lsu@seattleu.edu) in ATJI.