

LEADERSHIP FOR JUSTICE FELLOWSHIP

GUIDELINES

APPLICATION DEADLINE: FEBRUARY 10, 2012 (5 P.M.)

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PART I: APPLICANT GUIDELINES

A. Overview

The **2012 Leadership for Justice Fellowship** supports the legal work of a Seattle University School of Law graduate (who will graduate in December 2011 or May 2012) at a host organization on a social justice project inside or outside the United States.

Projects must be designed in collaboration with a host organization to offer effective advocacy with underserved or marginalized individuals or groups, or to address social justice issues that are not adequately addressed by some existing aspect of the legal system.

The project should provide the Fellow with the opportunity to exercise leadership and introduce new legal services or significantly expand upon services already provided by the organization.

Finally, the project should be designed to include the potential for increased opportunities for Seattle University law students to engage in meaningful social justice work. The Fellow will work with the law school's Access to Justice Institute (ATJI) to develop, offer and oversee student opportunities. The **Leadership for Justice Fellowship** provides \$55,000 to cover salary, benefits and other costs associated with funding a full-time Fellow for one year.

B. Eligibility

The applicant must be a Seattle University School of Law student in good standing and eligible to graduate in May 2012 or December 2011. "Good standing" refers to an applicant's academic and disciplinary (if applicable) record.

C. Selection Criteria

Applications will be based on the criteria below: (the percentage of weight given for the criteria is indicated)

- **Applicant Evaluation Criteria – 38%**

1. The candidate has a demonstrated commitment to social justice law generally, and specifically to the community with which s/he plans to work.
2. The candidate possesses the appropriate professional, volunteer and/or subject matter expertise indicating that s/he has the relevant skills and initiative to make the proposed project a success.
3. The candidate has demonstrated leadership capacity, cross-difference competence, and a commitment to the issues/problems sought to be addressed by the proposed fellowship project.
4. The candidate evidences the commitment and ability to fulfill the one-year term envisioned by the program.
5. The candidate brings a diverse perspective to his or her project and to the legal profession. Seattle University School of Law strongly encourages applications from candidates reflecting diverse cultural and experiential backgrounds, people with disabilities, and individuals of diverse ethnic, racial, religious, and/or socioeconomic backgrounds, work experiences, national origins, sexual orientations, and ages.

- **Host Organization Evaluation Criteria - 20%**

1. The host organization is a 501(c)(3) organization that has committed and is able to provide appropriate training, support and supervision consistent with professional and leadership development goals throughout the fellowship term (e.g. support for appropriate training, skills acquisition, conferences etc.).
2. The host organization has priorities that fit with the proposed project.
3. The host organization will provide a salary that is commensurate with entry-level attorney salary.
4. The host organization will provide health insurance and other benefits regularly provided to entry-level attorneys throughout the full term of the fellowship.

- **Project Evaluation Criteria – 42%**

1. The project must involve legal advocacy on behalf of marginalized or underrepresented individuals or groups, or on issues that are not adequately represented by some aspect of our justice system. Advocacy may entail a wide range of approaches, including, but not limited to, community legal education and training, community engagement related advocacy, direct legal services, impact litigation, transactional work, legislative advocacy and policy work.

2. Because the goals of the program are to address unmet legal needs by creating new social justice positions and to give Fellows the opportunity to exercise leadership, the project must introduce new services to address unmet legal needs or expand upon greatly needed services already provided by the organization.
3. Preference will be given to projects that are designed to make the greatest impact (e.g., number of people served, long-term effect, depth and breadth of improvement), that create programs that can be replicated in other areas of the state or country, and that are sustainable with minimal or dependable funding.
4. Projects in the area of indigent criminal defense should support legal services delivery mechanisms that are not adequately funded by government funding, and/or be designed to impact major criminal justice issues.
5. The project should involve working with the Access to Justice Institute to develop potential opportunities for SU law students to contribute to furthering the goals of the project in a meaningful way.

PART II: SELECTION COMMITTEE GUIDELINES

A. Composition:

- The committee shall be composed of at least five members including law school faculty, law school alumni, and leaders from the equal justice community. No one from ATJI will serve on the committee.
- The committee shall exclude any donors currently giving to the fellowship program or any person currently employed by or serving on the board of a host organization.

B. Roles and Responsibilities:

- Each member's role is to participate in building the next generation of social justice leaders.
- Each member is responsible to review all of the application materials in their entirety and make determinations, ranking the strongest to the weakest applications by the deadline provided.
- Each member must be present for all interviews of the finalists and the deliberation process.

C. Confidentiality:

- The selection process shall be strictly confidential. The names, facts about the applicants and their projects shall be kept in confidence and not shared or discussed with anyone outside of the committee.
- At the end of the selection process, committee members will be asked to return application materials to ATJI.
- The committee can disclose any information that the law school publicly makes available about the selected Fellow after a final decision has been announced.

D. Conflict of Interest

- Once a committee member receives the application materials, s/he will notify the ATJI Associate Director if s/he identifies a potential conflict exists with an applicant or host organization.
- A potential conflict of interest includes, but is not limited to, knowing an applicant on a personal level (as opposed to professional level), service on the Board of Directors or staff of a potential host organization, or disagreement with the work of a potential host organization.
- If there is a conflict of interest, the committee member will immediately step down from the serving on the current year's Selection Committee and will not participate in selecting or interviewing the finalists.

PART III: APPLICATION GUIDELINES

A. Application Information

The application deadline is February 10, 2012 (5 P.M.). Incomplete applications will not be given full consideration.

All fellowship application materials must be submitted via email to ATJI at SULawFellowships@gmail.com.

At the end of the selection process, committee members will be asked to return application materials and keep all information about the applicants/finalists confidential.

A complete application must include:

1. **Application Form**
2. **Résumé**
3. **Three Letters of Recommendation**
4. **Host Organization Commitment Letter**

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1. **Application Form: Available to download on the ATJI website as a fillable Word document, under “[Social Justice Post Graduate Fellowships](#).”** 12 point font, no less than 1 inch margins, single-spaced, and not to exceed 12 pages. No footnotes.
 2. **Résumé:** Resume should be no more than two single-sided pages.
 3. **Three letters of recommendation**, each not to exceed two pages in length:
 - The letters should be from a current or previous supervisor, faculty member, or close colleague and should address your talent, professionalism, and demonstrated ability to carry out the vision of your project.
 - If you have a prior or current working relationship with your host organization (e.g., internship, externship, volunteer experience), we encourage you to have someone from your host organization serve as one of your three recommenders.
 - Only one letter may be from a law school faculty member.
 - You are encouraged to share your project narrative and the program’s selection criteria with those who write on your behalf.
 - The recommendation letters must be submitted via email directly from the recommender to ATJI at SULawFellowships@gmail.com by 5 P.M., February 10, 2012.
 4. **Host Organization Commitment Statement** (available to download on the ATJI website):
 - This statement should be completed by a senior staff member of the organization or someone otherwise authorized to commit the organization to serving as a host for the project.

- The statement may be signed electronically and must be submitted via email directly from the host organization to ATJI at SULawFellowships@gmail.com by 5 P.M., February 10, 2012.

B. Application and Selection Process Timeline

- February 10, 2012: Application deadline (5 P.M.)
- February 13, 2012: Electronic mail confirmation to applicants of receipt of application materials (or within one business day of receipt if the application materials are submitted prior to the February 10, 2012 deadline).
- February 24, 2012: Finalists notified via email about whether they will be offered an interview. All finalists' names and application materials will be forwarded to the Dean or Dean designate to confirm eligibility of finalists. (When a finalist is notified that s/he will be interviewed, s/he will be provided the following information: location, time and length of the interview, and names of the Selection Committee members.)
- March 3, 2012: Finalist interviews to take place at Seattle University School of Law.
- March 5-6, 2012: After interview and deliberation process, the Selection Committee's recommendations for the 2012 *Leadership for Justice* Fellow and an alternate will be communicated to Seattle University School of Law Dean Mark Niles. The only situation where the Dean would not affirm the Selection Committee's recommendation would be if the finalist fell out of good standing between the time s/he submitted his/her application materials and the interview date.
- March 7-8, 2012: Selected Fellow will be notified.
- After the Fellow has accepted the fellowship, ATJI staff will ask host organization for documentation specified in the Host Organization Commitment Letter. ATJI staff will then work with the host organization to draft a Memorandum of Understanding (MOU) concerning the transfer of fellowship funds to the organization and the host organization's obligations in receiving the funds. The Fellow will be provided a copy of the MOU.
- March 9, 2012: The finalists and their respective host organizations that were not selected will be notified via email.
- On March 12, 2012: ATJI shall publicly announce the Fellow.

**** Please note that while these dates are fixed, slight variation may occur due to extenuating circumstances.**

PART IV: LAW SCHOOL RESOURCES AND CONTACTS

PROJECT DEVELOPMENT (for assistance with brainstorming possible host organizations and/or thinking through potential project ideas):

Professor Gillian Dutton (duttong@seattleu.edu; 206.398.4010)

Professor Bob Boruchowitz (boruchor@seattleu.edu; 206.398.4151)

Professor Ada Shen-Jaffe (shen.ja@seattleu.edu; 206.398.4161)

ATJI COLLABORATION PIECE (for assisting in brainstorming project's potential to create meaningful social justice opportunities for SU law students through ATJI):

ATJI Director Diana Singleton (singletd@seattleu.edu; 206.398.4168)

ATJI Assoc. Director Jennifer Werdell (werdellj@seattleu.edu; 206.398.4455)

ATJI Assist. Director Celeste Miller (millerc5@seattleu.edu; 206.398.4341)

APPLICATION REVIEW AND INTERVIEW PREPARATION (for assistance with general fellowship application strategy, getting feedback on your application materials, and preparing for interviews):

CPD Director Stacey Lara (slara@seattleu.edu; 206.398.4279)

FELLOWSHIP PROGRAM INFORMATION AND QUESTIONS (for technical questions on the program, application and selection process):

ATJI Assoc. Director Monika Batra Kashyap (batram@seattleu.edu; 206.398.4099)