**Procedure for Social Injustice Support Notes**

We sometimes put out notes in support of those impacted by social injustice on behalf of the EDI Committee and/or the Department. We do so guided by points in the committee’s principles and policies. These include that we: are action- not show-oriented, are mindful of including discussions of relevant actions in any EDI statement, do not rush when possible, and focus on long-term lasting change and responding to urgent issues of social justice related to EDI in the department. Our committee principles define “urgent” as an EDI committee member or other department member raising it as such. However, some items may be presented as urgent because prior action has not been taken. This may reflect (a) those who have asked for change but not been heard, or (b) those who have not responded to change requests but now see the need for change. We will include (a) but not (b) in our definition of urgent. We aim to attend to no more than one urgent issue per month. Requests for Social Injustice Support Notes can come from department members and/or EDI Committee members in a process as follows:

EDI Committee Member initiated Social Injustice Support Note: An EDI Committee member can propose a Social Injustice Support Note on a specific topic to the Committee. To do so, they should either bring it up at an EDI Committee Meeting or via Teams including the following information (brief and concise is fine and welcome). The EDI Committee will then vote on whether to proceed and, if there is a positive vote, will then vote on the Social Injustice Support Note once drafted.

1. Topic description including community/equity-seeking group experiencing the social injustice;
2. How the topic meets the principles for an EDI Social Injustice Support Note;
3. Why the topic is best addressed via a Social Injustice Support Note vs. another medium (e.g., the person’s own social media account, etc.);
4. Points to consider including in the note (e.g., be sure to mention this identity term, refer to these events, etc.);
5. Points of concern (e.g., avoid this common error; ensure to discuss X, etc.);
6. Any time sensitivity with explanation (e.g., no immediate urgency; asap because of recent event X, etc.);
7. A proposal of which committee member would write it (e.g., themselves, the Chair, etc.).

Department Member initiated Social Injustice Support Note: Any member of the department can propose a Social Injustice Support Note to the EDI Committee or bring an issue to its attention that might merit one. To do so, they should communicate to any EDI Committee member about the issue. It would be most helpful to provide responses to items 1-6 above to help the EDI Committee decide but we recognize this is not always possible and might put more work on those experiencing social injustice. Accordingly, department members can provide those responses to 1-6 but, alternatively, can merely communicate the issue. In so doing, it would be most helpful if there was a clear request for a note of support but, again, this is not required. The EDI Committee will then vote to proceed, ask for more information, and/or do research to better understand the issue. If there is a positive vote, the EDI Committee will then draft a Social Injustice Support Note, vote on it, and then share with the department member to comment on. If there are changes, the EDI Committee will then re-vote.