

## **Student Academic Appointee (SAA) Mediation**

This document is a guide to the procedures for bringing a grievance to the SAA Mediation Committee of the Bloomington Faculty Council. The governing policy is [BL-ACA-D23](#) – SAA Mediation Committee. This process is for grievances brought to the BFC SAAAC for mediation. Where appropriate, SAA's may opt to seek mediation through other organizations, such as the Office of Institutional Equity or the Dean of Students Office.

### **Initiating a Mediation**

A Student Academic Appointee (SAA) may bring a grievance to the SAA Mediation Committee if the grievance cannot be resolved at the departmental or unit level. The SAA will contact the Chair of the BFC Student Academic Appointees Affairs Committee (SAAAC) in writing of their intention to bring a grievance before the committee. The SAAAC will then select from its members a chair, and regular committee members, to serve on the SAA Mediation Committee. The Mediation Committee will have no fewer than five members, at least two of whom shall be SAA's. The initial request for mediation should include an outline of the grievance, the names/titles/emails of the parties that should be part of the mediation, and an outline of steps taken to resolve the matter so far.

### **Process**

Mediation is an opportunity for individuals to discuss their conflict and develop a mutually agreeable resolution within a structured process. Mediation offers a space for all involved individuals to tell their story and engage in open dialogue about the grievance. The role of the mediation committee is to facilitate the process while maintaining neutrality and impartiality. The committee is not expected to provide solutions, rather provides a space for individuals to express their concerns, discuss what they need from the relationship moving forward, and creatively problem-solve. The mediation committee may also provide possibilities for the parties to consider that they may otherwise not be aware of.

### **Expectations of Participants**

All parties involved must agree to participate in the mediation process in order to use mediation as a resolution pathway. Everyone is expected to contribute actively, honestly, and openly to reach a mutually agreeable resolution, or establish a Memorandum of Understanding (MOU). Prior to the mediation the parties will meet with the chair of the mediation committee to discuss the grievance.

### **Violation of Mediation Resolution or Policy**

Mediation is a self-motivated and self-determined process. All agreed upon resolutions will be created, revised, and enforced by the mediation participants. Should participants not uphold the terms in the mediation participation agreement, or MOU, and contact the BFC Office for assistance, they may be referred through the mediation process again to develop and/or revise the mediation agreement, unless one or both parties opt out of the mediation process.

## **Agreement to Participate in Mediation**

Mediation is an opportunity for individuals to discuss their conflict and develop a mutually agreeable resolution, or Memorandum of Understanding (MOU) within a structured process. The mediation committee will facilitate the conversation, providing a space for all involved individuals to tell their story and engage in open dialogue about the conflict. The role of the mediation committee is to facilitate the mediation process while maintaining neutrality and impartiality. The steps in the process include: 1) SAA submits written request to SAAAC for mediation; 2) mediation committee chair meets with each of the parties to discuss if mediation is appropriate for the case; 3) each party signs mediation agreement; 4) mediation meeting is scheduled. The mediation committee will provide a space for the parties to express their concerns, discuss what they need from the relationship moving forward, and creatively problem-solve. All involved individuals must agree to participate in mediation in order to use the BFC SAAAC mediation process.

All participants in the SAA Mediation process agree to the following terms:

- Participation in mediation is voluntary and participants can withdraw from the process at any time and for any reason.
- Mediation is a self-motivated process in which participants are responsible for following through on the terms of the mediation agreement. Should anyone violate the agreement developed during the mediation process, participants will be referred back to mediation, unless they refuse to participate.
- All information shared during mediation is confidential and should not be shared with outside parties. The only exceptions are disclosures of sexual or domestic/dating violence, child abuse, potential threat to oneself or others, and/or egregious policy violations. If any such disclosures occur, the mediation committee will discuss further steps with participants.
- The mediation committee can terminate the mediation at any point if 1) the participants are no longer acting in good faith, 2) the participants are unable to reach a resolution, 3) the agreed upon resolution will result in behavior that is a violation of university policy, or 4) the mediation committee is concerned for the safety or health of any participant and/or the greater community.
  - I agree to the terms above and choose to move forward with mediation through the BFC SAAAC.
  - I have attempted/considered resolving the grievance at the departmental or unit level, with no success.
  - I understand that at any point I can withdraw from this process.
  - If the mediation fails, I understand that the SAA Mediation Committee will report its findings in writing to myself and all parties named in the grievance.
  - I understand that upon the request of the SAA, the committee may give its opinion of the merit of the failed grievance to the SAA Board of Review, and this will not be considered evidence before the Board.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_