AGREEMENT TO MEDIATE

Initiator: _____ **Respondent:** _____

Mediator: _____ **Advisor (if present):** _____

This is an agreement by the above Initiator and Respondent(s) (hereinafter the "Parties") to participate in the Informal Grievance Resolution process as defined in Policy I.B.1 and the related Operating Procedures for Resolving Faculty Grievances. The Parties understand that the Informal Resolution process is a voluntary process, which may be terminated at any time.

The above Mediator has been assigned by the Faculty Mediation Committee from a panel of voluntary faculty member mediators. The Mediator does not act as the representative of either Party and does not render any conclusions, determinations, or judgments with respect to the matter in dispute. Rather, the Mediator's sole role is to assist the Parties in arriving at a resolution of the dispute that is acceptable to the Parties.

The Parties and Mediator acknowledge, understand, and agree to the following:

1. Participation in the Informal Resolution process is voluntary and does not constitute an admission of wrongdoing by any Party.
2. The Informal Resolution process is a confidential process. All matters discussed during the Informal Resolution process are confidential, cannot be broadcast outside of the process, and cannot be used as evidence in any subsequent Formal Resolution process, unless those matters are otherwise available to the Party. Confidentiality, however, will not extend to threats of imminent physical harm or incidents of actual violence that occur during the mediation. Any violation of confidentiality will result in appropriate disciplinary action.
3. The Mediator shall hold the matters entrusted to them by the Parties in strict confidence. The Mediator shall not be compelled or permitted to act as a witness in any subsequent Formal Resolution of the matter for which they served as Mediator.
4. Mediation sessions will not be recorded or transcribed by the Mediator or any of the Parties. All information including all notes, records, or documents generated during the course of the Informal Resolution Process shall be destroyed at the conclusion of the session. Parties are not prohibited from retaining their own notes. However, the Mediator will not maintain any such notes or records as part of its record keeping procedures.
5. If the Mediator concludes that the Parties have not agreed to an informal resolution of all matters in dispute, then the Mediator completes an Informal Grievance Status Report Form indicating only that no resolution was reached by the Parties.
6. If a resolution is reached by the Parties, the resolution shall be reduced to writing and signed by the Parties.

The Parties and Mediator acknowledge, understand, and agree to the above terms of the Informal Grievance Resolution Process.

_____		_____	
Initiator	Date	Respondent	Date
_____		_____	
Mediator	Date	Advisor (if present)	Date