

## MEDIATION POLICY FOR ADJUNCT FACULTY MEMBERS

The University has an Adjunct Faculty Mediation Process as a way to facilitate amicable resolution of substantive University-related disputes between adjunct faculty members and department chairs, faculty, administrators, or staff members of Villanova University. The policy calls for the appointment of a mediator (ombudsman). This mediator will not have legal or mandated authority to enact changes or redress grievances but shall proceed through negotiation and moral suasion.

### Grievance: Ombudsperson Process

The University strongly endorses the Adjunct Faculty Ombudsperson Process as a way to facilitate amicable resolution of substantive University related disputes between part-time faculty members and department chairs, faculty, administrators, or staff members of Villanova University.

A. The Office of the Provost and the Adjunct Faculty Committee shall jointly agree on a list of five full-time faculty members who agree to serve as possible ombudspersons.

B. A grieving adjunct faculty member shall first take informal steps to resolve the matter through the department chair, unless that chair is the perceived problem. In that case the grievant may approach his or her dean. If such effort is unsuccessful, the grievant may initiate the ombudsperson process by contacting either the Office of the Provost or a member of the Adjunct-Faculty Committee. This must be done within sixty (60) days after the event(s) leading to the complaint occurred or were discovered.

C. The parties in dispute shall jointly choose an ombudsperson from the prepared list within fourteen (14) days; if they fail to agree, the Adjunct Faculty Committee and the Office of Provost shall jointly make the choice.

D. The Ombudsperson does not have legal or mandated authority to enact changes or redress grievances but shall proceed through negotiation and moral suasion. Acting, in effect, as a go-between, the ombudsperson shall seek through communication with all affected persons to understand all positions, translate all positions, and attempt a resolution. The ombudsperson may, as necessary, confer with others. For example, if sex, age or race discrimination are raised, discussion with General Counsel, Human Resources, or Sexual Harassment Officer might be in order.

E. Upon resolution of the dispute, the Ombudsperson shall give written notice of the outcome to the parties involved and to the Office of the Provost, where it shall be placed on file. If, in the ombudsperson's judgment, no mutually acceptable resolution can be achieved, the ombudsperson shall so inform the parties and the Office of the Provost.

F. This University policy is intended as an internal governance document and is not intended to create contractual rights. This policy may be changed from time to time in consultation with the Adjunct Committee.