Cardozo School of Law – Mediation Clinic

Request for Mediation - Intake Form

Please complete this form if you are interested in having your dispute mediated through Yeshiva University’s Mediation Clinic. The Mediation Clinic is a program housed at Cardozo School of Law and serviced by trained faculty and law student mediators. You may file a request for mediation at any time, whether or not you have already filed a complaint, such as an internal Equal Employment Opportunity (EEO) complaint. Any request for mediation that is the subject of litigation or an external administrative complaint will generally not be approved for mediation, absent extraordinary circumstances. Requests for mediation may be subject to the approval of the University’s General Counsel Office. Issues or complaints that are covered under any of the University’s collective bargaining agreements are subject to such agreements’ provisions (including the disciplinary/grievance procedure), and all such complaints will be excluded under this policy.

Mediation is a voluntary process, and no party is required to mediate a dispute. When your request for mediation is received, the designated Mediator will contact all parties involved in the dispute to explain the mediation process, and to seek their agreement to mediate.

Mediation requests can be submitted by completing this form and forwarding it to:

Chief Human Resources Officer
Julie Auster
2495 Amsterdam Avenue, Belfer Hall
New York, NY 10033

COMPLAINANT NAME:

DEPARTMENT/CAMPUS:

ADDRESS:

CITY: ______________________ STATE: __________________ ZIP: __________________

EMAIL ADDRESS: __________________ TELEPHONE #: __________________

ARE YOU REPRESENTED BY A LABOR UNION: YES____ NO____

RESPONDENT NAME:

DEPARTMENT/CAMPUS:

ADDRESS:
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1. _____ I request that my dispute be mediated by Cardozo School of Law – Mediation Clinic. I authorize the Mediation Clinic to contact the other party/parties and seek their agreement to mediate.

2. Check one:
   
   _____ This dispute involves a pending grievance/arbitration hearing.

   _____ This dispute involves an internal EEO complaint/investigation.

   _____ This dispute does NOT involve a pending EEO complaint, Grievance or Arbitration.

3. Please provide a brief description of the dispute. Include a summary of what occurred, the names of all persons involved, relevant dates, locations and other details. Also include the type of resolution that you are seeking. Please use additional sheets of paper, if necessary.