



Cardozo School of Law-Mediation Clinic Mediation Process

1. Mediation Request

A request for mediation can be made by either party by contacting the Chief Human Resources Officer, Title IX Officer or the Unlawful Harassment Panel. Requests for mediation will be screened to ensure that the workplace issues are appropriate for mediation. The University, in its sole discretion, may determine that a request is not suitable for mediation, in which case, no mediator will be appointed. The request for mediation should be in writing and it must include a complete description of the disagreement including the date, time, place and name(s) of the persons involved.

2. Notification of Second Party

The Chief Human Resources Officer, The Title IX Officer and/or the Mediation Clinic will contact the second party (respondent) to confirm that mediation is accepted. The Mediator will notify the individual(s) named in the mediation request in writing (by email, if possible). The letter will inform the individual of the request and the appropriate steps to take. Both parties must agree to mediation for the process to continue. If an agreement is not reached, either party may choose to participate in the University's complaint processes at any time.

3. Appointment of Mediator

Upon agreement to the mediation, a mediator will be appointed to the case. The mediator will be a neutral party with no personal connection to or knowledge of the dispute prior to being contacted to serve. The Mediator should also have no personal or professional relationships with participants, except where neutrality can be preserved.

4. Scheduling of Mediation Meeting

Upon selection of the mediator, the initial mediation meeting will be scheduled. The meeting time and place will be decided by all parties in an effort to accommodate the schedules of those involved. The meeting will take place in a neutral location to ensure fairness and impartiality. The mediation clinic is only in operation during the academic school year.

5. Facilitation of Mediation Meeting

The mediator will facilitate the meeting by ensuring that all meeting rules agreed to and set by all participants are followed. The mediator will also follow all program guidelines, including maintaining impartiality. The type and length of mediation meetings can vary depending on the issue(s) and time availability of participants.

6. Resolution

A goal of the mediation is to develop an agreement between the involved parties. All parties involved must agree to the mediation agreement. If no agreement is reached in a conflict involving an alleged workplace violation, the Mediator will report to the Chief Human Resources Officer that no settlement was reached, for further action. If the steps outlined in the resolution agreement are not honored, neither Yeshiva University nor the Mediation Clinic will be held responsible for implementation of the results of the agreement, or failure thereof.