

# SAA Mediation Committee

BL-ACA-D23

## About This Policy

**Effective Dates:**

12-02-1975

**Last Updated:**

03-21-2017

**Responsible University Office:**

Bloomington Faculty Council

## Scope

All student academic appointees on the Bloomington campus.

## Policy Statement

If a grievance cannot be resolved at the departmental or unit level, a Student Academic Appointee may bring the grievance to an SAA Mediation Panel. SAA Mediation Panel information is available at <http://www.indiana.edu/~bfc/docs/policies/SAAGrievanceProcedures.pdf>

An SAA Mediation Panel is drawn from the membership of the BFC Student Affairs Committee. The Mediation Panel shall be composed of five members, including three members designated by the chair of the Student Affairs Committee from among the membership of that committee, and two graduate student members nominated by the Graduate and Professional Student Government. In appointing members of an SAA Mediation Panel, preference should be given, whenever possible, to faculty members who have had experience supervising SAAs. Although membership of the Student Affairs Committee may vary from year to year, it is expected that the same roster of Panel members shall complete the investigation and mediation of any case they have begun to consider. If a member of the Student Affairs Committee is involved in another mediation case, or is a member of a department (or a school which is not departmentalized) from which a case arises, he or she shall be disqualified to hear or to investigate the case. A member of the Student Affairs Committee shall also disqualify himself or herself from hearing or investigating a case whenever the member believes it difficult to render an impartial judgment. No member of the SAA Board of Review can serve concurrently on an SAA Mediation Panel.

The SAA shall initially notify the Faculty Council Office in writing of her or his intention to bring a grievance, and the Faculty Council Office shall transmit the request to the Chair of the Student Affairs Committee.

Members of an SAA Mediation Panel shall address each grievance impartially, investigate it thoroughly, and base their findings on sound knowledge of University policies and procedures. The Panel should strive to resolve grievances through flexible procedures and encourage discussions between the parties to the grievance. The meetings of the Panel shall be informal with no stenographic record kept.

Where appropriate, SAAs may opt to seek mediation through other appropriate university office, such as the Student Advocates Office. SAAs pursuing such alternatives may not concurrently bring a case before a Mediation Panel; however, pursuing these alternatives does not preclude the SAA from subsequently bringing the grievance to an SAA Mediation Panel.

If mediation of the grievance fails, the SAA Mediation Panel reports its findings in writing to the grievant and to all parties named in the grievance. On request from the grievant, the committee informally may give its opinion of the merit of the grievance and whether it should be taken to the SAA Board of Review. This opinion shall not constitute evidence before the Board. On request, the Panel shall assist the grievant in drafting a statement of the grievance and may assist the grievant in other ways in preparing a case for presentation to the Board. However, the members of the Panel may not represent the grievant before the Board.

## History

Approved: BFC 12/2/75, 4/18/00

Amended and adopted: 4/15/08

Amended: BFC Agenda Committee 5/22/09

Amended and adopted: BFC 3/21/17

### Previous versions of the policy:

[5/22/2009–3/21/17](#)

## Related Information

[BL-ACA-D29 Student Academic Appointee Mediation Procedures](#)