

# **Conflict Resolution Committee**

## **Policy and Procedures**

### **Final Draft**

The Conflict Resolution Committee (CRC) is to serve as an impartial mediating body for the purpose of resolving conflicts between history graduate students and faculty members when all other internal processes have been exhausted. This committee will be ad-hoc and informal, and its meetings will be determined upon demand. As a mediating body, the committee will propose recommendations and resolutions aimed toward the satisfaction of both parties.

#### **I. Purpose:**

1. CRC will serve as a mediator and, after due considerations, propose recommendations to the Chair of the History Department, the Graduate Studies Advisor, and to the HGSA.
2. Such recommendation will be made after both parties have expressed their concerns and have been satisfied, as far as possible, with the committees resolutions.

#### **II. Members:**

1. CRC will be composed of four equal members, consisting of two (2) graduate students and two (2) faculty members. At the discretion of all involved, a person not connected to the department may attend.
2. HGSA will serve as the facilitator for graduate students. The graduate student(s) who have grievances and who have taken all appropriate actions to resolve conflicts with the faculty member(s) and have failed to come to a satisfactory resolution, can request to the HGSA Agenda Committee to convene the CRC.
  - a. The Graduate Studies Representative will then notify the History Chair that the CRC has been requested.
3. The History Chair will serve as the facilitator for faculty members. The faculty member(s) who have grievances and who have taken all appropriate actions to resolve such conflict with the graduate student(s) and have failed to come to a satisfactory resolution, can request to the History Chair to convene the CRC.
  - a. The History Chair will then notify the Graduate Studies Representative that the CRC has been requested.
4. The HGSA graduate studies representative will serve as the standing member of the committee unless there exists a professional or personal conflict with either the graduate student or faculty member involved in the conflict. The second graduate student member to the committee will be appointed by the Agenda Committee with the approval of the HGSA.
5. The History Chair will appoint two faculty members to the CRC. Appointment of both members will be made with consideration to avoid

any possible professional or personal conflict with the student or the faculty member involved.

6. To promote impartial evaluations, the composition of the committee shall not include: 1) the major professor of the student; 2) the professor whom the student is a T.A., R.A., or grader; 3) the chair of the department; 4) students in the same major field as the graduate student involved; 5) the faculty member's T.A., R.A., or grader.

### **III. Procedure**

1. Once the CRC is convened, the person, or persons, bringing the complaint will speak with the CRC members. The CRC will then hear arguments and facilitate discussion with the concerned parties either separately, or at the same time.
2. Suggestions will be made to both parties and resolutions will be discussed.
3. The CRC will compose a collective written recommendation that may also include specific dissenting recommendations, that will, with the permission of either interested party, be forwarded to the Department Chair, the HGSA Agenda Committee, and the Graduate Studies Advisor.
4. Recommendations can be taken to outside parties for consideration, at the discretion of either of those involved, if the conflict is not resolved within the CRC.