SAMPLE REPORT OF OUTCOME OF AN ALTERNATIVE DISPUTE RESOLUTION PROCESS

On [date], a complaint was lodged by [complainant(s)] against [respondent(s)] under Senate’s Standard for Student Conduct in Non-Academic Matters. The complaint alleged that [brief summary of substance of complaint.] In accordance with Senate’s approved procedures, an alternative dispute resolution team was held to consider the complaint and the response and to bring the parties to a mutually agreed-upon resolution.

The parties have mutually agreed as follows:

That [summarize what commitments are made, including any applicable deadlines or dates]

This outcome is the result of a voluntary process entered into by all parties with their full consent.

It is understood that failure of the parties to comply with the terms of this agreement [by date/on an ongoing basis] may at the request of either party result in the convening of a Senate Hearing Board to hear the complaint, and that if such a Board is struck it may have access to the outcome of the ADR process, including the terms of this agreement.

Signed this __________ day of ______________, 20__

Complainant:__________________________________________

Respondent:____________________________________________

Members of the ADR Team:

1. ___________________________________________________

2. ___________________________________________________

3. ___________________________________________________

This agreement has been fully complied with as of [date] [signature of ADR team representative]

Compliance with this agreement will be monitored by [university official]

Cc: University Secretary
    Complainant
    Respondent