**DATE:**  [**Date**]

**TO:** [**Participants**], Title

**FROM:** Facilitator’s Name, Title

**CC:** Name, Title

**RE:**  Facilitation between [**Participant**] and [**Participant**]

Dear: [**Participant**] and [**Participant**],

As we discussed during our meeting on [**Date**], this facilitated meeting is a mandatory, informal, and confidential process to resolve disputes. I am writing to confirm the scheduling of the facilitation that we discussed. Because a facilitated meeting may be new to you, I thought you should know what to expect.

I will conduct the first meeting on [Date] and [Time] in [Location]. I have scheduled this meeting for 2 to 3 hours. If this date/time or time frame is not possible, please advise me immediately and I will reschedule the mediation for another day or time. It is not unusual to schedule subsequent meetings.

As the facilitator I will function as an unbiased facilitator, not an advocate or judge. My role is to assist you in arriving at your own solutions. However, as your supervisor, I reserve the right to provide directions, recommendations and clarify my expectations. As a participant, your role is to participate in good faith, share all pertinent information, be willing to listen, keep an open mind, and be willing to negotiate without holding to a fixed position.

The success of this meeting depends on all participants being prepared to participate fully in the process. This facilitation is an interest-based problem solving process that describes issues in terms of interests, rather than positions. Often, interests are compatible, even when positions are not. This approach enables the parties to identify win-win solutions to problems that might not have been evident when the issues were described in terms of the parties' positions. When all parties value and respect each other’s interests, there is a better chance of developing a variety of solutions.

Confidentiality is a critical part of the process and must be honored at all times. During our conversations we will work diligently to build trust as it allows each of us to fully engage in the process without worry that our words will be used against us. We will work to create feelings of safety so that when we share information that is personal we are assured that the other parties in this process will value that which is important to us and respect any vulnerabilities in relation to an issue.

At the beginning of the meeting we will develop a mutually agreed upon list of issues to consider during joint discussions.  This is a collaborative effort and is a “living” process.  Think about broad, overarching categories that can encompass your concerns and chronology of the issues.  Today we discussed several ideas such as (1) Professional Communications/Work Relationships, (2) Acknowledgement for your contributions (to the department, college and university) and (3) Review of Faculty / Staff Requirements.

Please review the following attached documents:

* Facilitation Process Summary – Please read this document before the meeting.
* Good Faith document - Please read before the meeting.  At the meeting I will ask both parties if each one is “here to facilitate in good faith”.
* Ground Rules document – Please read this document before the mediation.

I want to commend you for availing yourself to this process.  Your time and energy given to this process demonstrates your commitment to the success of your position, department, college and the University.  If you have any questions or need any further clarification, please contact me at 509.xxx.xxxx.

Attachments:

Facilitation Process Summary

Good Faith

Ground Rules