

**Toronto School of Theology  
Board of Trustees**

**Policy on the Resolution of Disputes**

***Approved by the Board of Trustees April 27, 2020***

From time to time differences of opinions within institutions rise to a level requiring a resolution and effective disposition of disputes. This Policy sets out the procedures for resolution within the consortium.

Disputes may involve the Toronto School of Theology (TST) in two ways. Where a decision has been made by an administrator, a committee or a council under the authority of the Board of Trustees, then 1) a member institution or 2) an individual person who belongs to a member institution, may dissent from that decision. In either case, on behalf of the institution or individual, the institution's head or representative must first seek an informal resolution with the relevant chair of the body, or the administrator, responsible for the decision in question. Only then may the following steps be taken.

This Policy does not supersede the rules of governance procedures applicable to TST committees and councils, including those about reconsideration of motions. Nor does it apply to appeal or grievance processes in place within member institutions and within their jurisdictions. Faculty and staff have access to human resources policies. All TST students have access to academic appeals policies across the consortium.

**I. A Member Institution**

1. Where a member institution wishes to dissent from a decision by **a committee or council**, and informal resolution has failed, the member institution may request the Executive Director of TST to initiate a dispute resolution procedure. The Executive Director will initiate the procedure according to the particularities of the dispute, including where appropriate referring the dispute to an independent person or panel. Where an independent procedure is invoked, the member institution will be consulted on its terms and membership. The parties will agree that the decision of the Executive Director or the panel will dispose of the dispute.
2. Where a member institution wishes to dissent from a decision by **an administrator**, and informal resolution has failed, the member institution may request the Executive Director of TST to initiate a dispute resolution procedure, as in 1 above.
3. Where the dispute has arisen due to actions or decisions of the Executive Director of TST, the member institution bringing the complaint may ask the Chair of the Board of Trustees to initiate and oversee the dispute resolution process, following the principles and procedures in 1 above.

## II. An Individual belonging to a Member Institution.

1. Where an individual belonging to a member institution wishes to dissent from a decision by a **committee or council** of TST, the head of the institution or appointed representative must take charge of the complaint. If the institution does not support the claim, the dispute resolution procedures within the institution may be invoked. If the institution supports the claim, and if informal resolution fails, the procedures in 1 above should be followed.
2. Where an individual belonging to a member institution wishes to dissent from a decision by an **administrator**, the head of the institution or appointed representative must take charge of the complaint. If the institution does not support the claim, the dispute resolution procedures within the institution may be invoked. If the institution supports the claim, and if informal resolution fails, the procedures in 1 above should be followed.
3. Should an individual belonging to a member institution, or to the TST administration, dissent from a decision of the Executive Director, and if informal resolution fails, the individual may take the matter to the Chair of the Board of Trustees, who will initiate the procedure in 3 above.
4. This Policy must be reviewed in the fourth year of its coming into effect.