



## Qualification Criteria for Admittance to the AAA® Labor Panel

The American Arbitration Association (AAA) is the nation's leading provider of alternative dispute resolution services. Openings on our Roster of Arbitrators are based primarily on caseload needs and user preferences. Applicants for membership on the *AAA National Roster of Arbitrators and Mediators* must meet or exceed the following requirements:

### 1. Qualifications

- a. Must have a minimum of 10 years senior-level business or professional experience or legal practice directly related to the labor industry.
- b. **Cannot be an active advocate for labor or management.**
- c. Must possess significant hands-on knowledge about Labor Relations.
- d. Must have a judicial temperament.
- e. Must have strong writing skills. The AAA may ask for a writing sample.
- f. Educational degree(s) and/or professional license(s) appropriate to your field of expertise.
- g. Honors, awards and citations indicating leadership in your field.
- h. Training and experience in arbitration and/or other forms of dispute resolution.
- i. Membership in a professional association(s).
- j. Other relevant experience or accomplishments (e.g. published articles, part of a mentoring program).

### 2. Neutrality

- a. Freedom from bias and prejudice.
- b. Ability to evaluate and apply legal, business or trade principles.

### 3. Judicial Capacity

- a. Ability to manage the hearing process.
- b. Thorough and impartial evaluation of testimony and other evidence.
- c. Judicial temperament.

### 4. Reputation

- a. Held in the highest regard by peers for integrity, fairness and good judgment.
- b. Dedicated to upholding the *Code of Professional Responsibility for Arbitrators of Labor-Management Disputes*.



## 5. Commitment to ADR Process

- a. Willingness to devote time and effort when selected to serve.
- b. Willingness to support efforts of the AAA.
- c. Indicate whether or not you are currently an arbitrator with any other ADR agencies.

## 6. Application Process

- a. Applicants must have someone **prominent in the Labor/Management field or user of AAA's services, preferably another arbitrator who is familiar with the applicant's work, write a letter of nomination** and include a copy of the applicant's resume, and send it to the *Labor/Employment/Elections Senior Vice President* at: 200 State Street, 7<sup>th</sup> Floor, Boston, MA 02109.
- b. The AAA will review the nominating letter and the resume, and then, if applicable, will schedule an interview to discuss the application process and AAA's expectations.
- c. If it is determined to proceed with the application, the AAA will send the nominee an application package, which will need to be completed and returned to the AAA for processing. **Included in the package is a request to identify nine (9) references: 3 management references; 3 union references, and 3 arbitrator references.**
- d. The AAA will write to your references, and request their comments with regard to the nature and duration of their relationship with the applicant; why they think the applicant would be qualified to serve; and the number of arbitration cases the reference was involved in during the past 24 months. The application package will not be finalized until all of the references are received.
- e. All follow-up to the references will be done by the nominee.

*The composition of the Roster of Arbitrators is at the sole discretion of the AAA, including the selection and retention decisions of arbitrators and mediators. Continuation on the Roster or an Industry Panel is subject to standard review based on service need, qualifications and performance, as deemed appropriate by AAA. Neither acceptance to the Roster nor appointment to cases shall make any member of the Roster of Arbitrators an employee, agent, or independent contractor of the AAA.*