



## Qualification Criteria and Responsibilities for Members of the AAA® Panel of Employment Arbitrators

*The American Arbitration Association® (AAA) is the nation's leading provider of alternative dispute resolution services. The AAA is committed to offering a Panel of Employment Arbitrators in whom parties can have the utmost confidence, comprised of individuals with whom the Association has a strong and positive relationship and is based primarily on caseload needs and user preferences.*

### Qualification Criteria

*Members on the AAA Panel of Employment Arbitrators must meet or exceed the following qualification criteria:*

- Attorneys with a minimum of 10 years experience in employment law with fifty (50) percent of your practice devoted to this field, retired judges, or academics teaching employment law.
- Educational degree(s) and/or professional license(s) appropriate to your field of expertise.
- Honors, awards and citations indicating leadership in your field.
- Training or experience in arbitration and/or other forms of dispute resolution.
- Membership in a professional association(s).
- Other relevant experience or accomplishments (e.g. published articles).

### Responsibilities

*Members on the AAA Panel of Employment Arbitrators must understand and support their responsibilities to the Alternative Dispute Resolution (ADR) process, the parties that they serve, and the AAA. The responsibilities inherent in the role of a Neutral include:*

#### Neutrality

- Freedom from bias and prejudice.
- Commitment to impartiality and objectivity.
- Ability to evaluate and apply legal, business, or trade principles.

#### Judicial Capacity

- Ability to manage the hearing process.
- Thorough and impartial evaluation of testimony and other evidence.



### Reputation

- Held in the highest regard by peers for integrity, fairness and good judgment.
- Dedicated to upholding the *AAA Code of Ethics for Arbitrators in Commercial Disputes* and/or *Model Standards of Conduct for Mediators*.

### Commitment to ADR Process

- Willingness to devote time and effort when selected to serve.
- Willingness to commit to speed, economy and a just resolution.
- Willingness to support efforts of the AAA and the policies and practices the AAA applies to best serve the field of ADR.
- Willingness to successfully complete training under the guidelines of the Employment, Commercial, and Construction Arbitration Development Program.

*The composition of the Roster of Neutrals 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 Neutrals an employee, agent or independent contractor of the AAA.*