



These procedures correspond with the Appeals policy and outline the process for implementing the policy.

Appeals Procedures

1.0 Definitions:

- 1.1 The **Ethics Review System** explores allegations of violations of UWM's Code of Ethics.
- 1.2 The **Employment Assessment** process interviews ministers who have been out of ministry for a period of time or who have left a ministry due to challenging circumstances and assesses whether the minister is ready to enter another ministry.
- 1.3 The **Credentialing** process evaluates whether an individual meets the standards of ministerial excellence for licensing or ordination.
- 1.4 The **Ministry Employment Readiness** process assesses whether a ministry is ready to employ a new minister.

2.0 Responsibilities

- 2.1 The **Director of Member Services** reviews requests for appeals to ensure they meet with procedural requirements.
- 2.2 The **UWM Board of Trustees** conducts the appeals process.

3.0 Process:

- 3.1 A request for an appeal must be made in writing to the Director Member Services within 60 days of completion of the decision of one of the following processes: Ethics Review, Credentialing, Employment Assessment, Employment Readiness.
- 3.2 The request for an appeal must be accompanied by documentation to support one of the following criteria:
 - 3.2.1 Clear evidence of lack of procedural due process which fundamentally undermines the fairness of the proceedings.
 - 3.2.2 Clear evidence of bias/discrimination on part of review team.
 - 3.2.3 Newly discovered evidence that would justify a change in the outcome of a process.
 - 3.2.4 **APPEALS PROCESS DOES NOT RECONDUCT THE REVIEW OR PROCESS.**
- 3.3 The Director of Member Services reviews the appeals request and accompanying documentation to ensure information is complete and meets the criteria for an appeal.
 - 3.3.1 If more documentation is needed, Director of Member Services will contact applicant for this information.

- 3.3.2 If request does not meet the criteria for appeal, Director of Member Services will communicate this to applicant.
- 3.3.3 If request does meet the criteria for an appeal, Director of Member Services will send request and accompanying documentation to the UWM Board of Trustees to conduct appeal.
- 3.4 The Board of Trustees will review documentation and may:
 - 3.4.1 Contact the Director of Member Services for further information about the process.
 - 3.4.2 Request further information from the applicant.
 - 3.4.3 Interview applicant and/or members of the team who conducted the process being appealed.
- 3.5 Possible decisions of appeals process are:
 - 3.5.1 Remand the process back to the team to explore new information.
 - 3.5.2 Uphold the decision of the team conducting the initial process.
 - 3.5.3 Determine that the process was conducted unfairly or in a biased manner and overturn the team decision.
 - 3.5.4 Written decision of appeals process will be provided to applicant.
 - 3.5.5 Decisions of appeals process are final.