



APPENDIX A TO POLICY

# Roles and Responsibilities of Advisors and Support Persons

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**Related Policy:** Sexual Harassment, Sexual Assault, Stalking and Relationship Violence

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I, \_\_\_\_\_, am a party in a University grievance process or informal problem-solving process related to a report of sexual harassment, sexual assault, stalking, relationship violence or related retaliation (collectively, response process). My advisor/support person, \_\_\_\_\_, and I (the party) have reviewed the information provided in this form. We understand the information provided in this form and agree to abide by the obligations for advisors/support persons and parties set forth in this form.

- The University's Office of Equal Opportunity and Affirmative Action (EOAA) conducts investigations and informal problem-solving processes related to reported sexual harassment, sexual assault, stalking, relationship violence, and related retaliation.
- Complainants and respondents may be accompanied to meetings and hearings in a University response process by: 1) an advisor of their choice; and 2) a support person who cannot be a fact witness in the case. Other individuals may be permitted to attend these meetings or hearings to support a party for good reason, such as to accommodate a disability or a language need.
- During a meeting with EOAA, the role of an advisor or support person is to advise and/or support the party, but not to speak for them. An advisor and support person may be present for meetings with EOAA, but may not actively participate unless the EOAA staff member invites them to do so. This means, in part, that it is the party who is to provide information to and respond to questions from the EOAA staff member, and not the advisor or support person. However, the EOAA staff member will generally invite an advisor or support person to ask any non-leading follow-up or clarifying questions of the party during the latter part of a meeting.
- Advisors and support persons may attend meetings and hearings in a response process at the times that they have been scheduled. The University is not obligated to accommodate advisors' and support persons' schedules or to change scheduled meetings or hearings to accommodate advisors' or support persons' inability to attend. The University will generally allow advisors and support persons to attend meetings and hearings by phone or video conferencing. Complainants and respondents choosing an advisor or support person should consider their ability to attend meetings and/or hearings.
- Contact with EOAA should be through the complainant or respondent. Advisors and support persons should not directly contact EOAA on behalf of a complainant or respondent.<sup>1</sup> An advisor or support person who repeatedly contacts EOAA on behalf of a complainant or respondent may not be permitted to attend further meetings with this office.
- Advisors and support persons may not contact potential witnesses for the purpose of influencing their testimony or discouraging their participation in the sexual misconduct processes.

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<sup>1</sup> On the Twin Cities campus, advisors from the Student Advocate Services Office and The Aurora Center are excepted from this requirement.

- Advisors and support persons may not engage in conduct that is retaliatory. An advisor's or support person's sharing of information about a response process, or distribution of information obtained in an response process, may in some cases constitute retaliation.
- Advisors and support persons are expected to act with integrity and in good faith in a response process.
- Advisors and support persons who disrupt or fail to respect the limits of the advisor and support person roles as described in this document will be asked to leave (or not attend) meetings or hearings. In these situations, the meeting or hearing will typically proceed without the advisor or support person present. The Title IX Coordinator or a designee will determine whether the advisor or support person will be permitted to attend further meetings or hearings that are part of the response process.
- Advisors and support persons may be provided otherwise confidential information in the course of a response process, and agree to maintain the confidentiality of such information and to not disclose such information other than for purposes of serving as an advisor or support person to the party during the response process.

**By signing this form, I agree to abide by these terms.**

\_\_\_\_\_  
**Signature of Advisor/Support Person**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Email Address of Advisor/Support Person**

\_\_\_\_\_  
**Signature of Party**

\_\_\_\_\_  
**Date**