



APPENDIX TO POLICY

Roles and Responsibilities of Advisors

Related Policy: Discrimination

I, _____, am a party in a University investigation or informal problem-solving process related to a report of discrimination or related retaliation (collectively, response process). My advisor, _____, 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 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 discrimination and related retaliation.
 - Complainants and respondents may be accompanied to meetings in a University response process by an advisor who cannot be a fact witness in the case. Other individuals may be permitted to attend these meetings 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 is to advise and/or support the party, but not to speak for them. An advisor 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. However, the EOAA staff member will generally invite an advisor to ask any non-leading follow-up or clarifying questions of the party during the latter part of a meeting.
 - Advisors may attend meetings in a response process at the times that they have been scheduled. The University is not obligated to accommodate advisors' schedules or to change scheduled meetings to accommodate advisors' inability to attend. The University will generally allow advisors to attend meetings by phone or video conferencing. Complainants and respondents choosing an advisor should consider the advisor's ability to attend meetings.
 - Contact with EOAA should be through the complainant or respondent. Advisors should not directly contact EOAA on behalf of a complainant or respondent. An advisor who repeatedly contacts EOAA on behalf of a complainant or respondent may not be permitted to attend further meetings with this office.
 - Advisors may not contact potential witnesses for the purpose of influencing their testimony or discouraging their participation in a response process.
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- Advisors may not engage in conduct that is retaliatory. An advisor's sharing of information about a response process, or distribution of information obtained in an response process, may in some cases constitute retaliation.
- Advisors are expected to act with integrity and in good faith in a response process.
- Advisors who disrupt or fail to respect the limits of the advisor role as described in this document will be asked to leave (or not attend) meetings. In these situations, the meeting will typically proceed without the advisor present. The EOAA Director, or a designee, will determine whether the advisor will be permitted to attend further meetings that are part of the response process.
- Advisors 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 to the party during the response process.
- Parties can change their designated advisor at any time. However, a party can only have one designated advisor at a time. Each advisor must sign this form.

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

Signature of Advisor

Date

Email Address of Advisor

Signature of Party

Date