



Role of the Advisors During Investigations

All parties (Complainant, Respondent, and Witness) have the right to have an advisor throughout the process. An advisor may be an advocate, parent, friend, staff or faculty member, legal counsel (at your own expense), or the party chooses another person for support. Should you choose to have legal counsel, we ask that you inform the University so the University's Legal Counsel can be told. When you have an advisor, you will be asked to complete the "Authorization to Disclose Information" form allowing the University to release information related to the case, protected by FERPA.

Expectations for advisors:

- An advisor is limited to a supporting and advising role during the process. This role may include general advising, emotional support, logistical advice, or legal advice.
- While an advisor may provide support and advice, they do not have an active role in the process and may not speak on behalf of the involved party. It is up to the complainant, respondent, or witness to present information during the process.
- An advisor may confer quietly with their advisee, exchange notes, suggest questions, and request to speak with their advisee in private.
- An advisor is expected to keep information shared during the process confidential.
- An individual is not permitted to be both an advisor and a witness in an investigation. The involved party must decide what role they want the other individual to take.
- The party will determine the University's interactions with the advisor through the Authorization to Disclose Information form.
- The University will reasonably accommodate an advisor's schedule but will not unnecessarily delay the process due to an advisor's conflict. The Complainant, Respondent, or Witness are responsible for working with their advisor during the scheduling process; The University will not serve as the scheduler for the advisor.
- The University's policy prohibits retaliation in response to any individual's cooperation with the reporting and investigation process. An advisor is also protected by and subject to this retaliation policy. If a party feels they have been retaliated against, they should inform the university immediately.
- Any advisor who is disruptive or not following these expectations may be asked to leave the investigation meeting.

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