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## **Roles & Responsibilities of the Advisor**

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The University of Richmond recognizes that participating in either the grievance or mediation process may be a challenging experience. A Complainant and Respondent have the right to have an Advisor accompany them at all stages of the grievance process or mediation process. The Complainant or Respondent may use a different Advisor at various stages in the process.

### **I. The Role of the Advisor**

*During the outreach and investigative phase, the Advisor may assist the student in the following ways:*

- Provide emotional, logistical or other assistance to the Complainant or Respondent;
- May assist a Complainant or Respondent by taking notes, organizing documentation, or consulting directly with the party in a way that does not disrupt or cause delay to the investigation/proceeding;
- Help Complainant or Respondent understand the formal grievance;
- Help the Complainant or Respondent prepare a written statement, obtain evidence or otherwise prepare for an investigative meeting, hearing or other related meetings.

*During the University Hearing Board, the Advisor will be responsible for cross-examining the other party and any witnesses. The Advisor cannot yell, berate or talk over the party/witness when providing cross-examination.*

*During the Mediation Process, the Advisor may assist the student in the following ways:*

- Provide emotional support to the Complainant or Respondent;
- May consult directly with the Complainant or Respondent in a way that does not disrupt or cause delay to the mediation process;
- May assist the Complainant or Respondent in negotiating the final mediation agreement.

*An Advisor must keep confidential the information shared during meetings and throughout the investigation and resolution process.*

### **II. Limitations of the Advisor**

- The Advisor may not speak to anyone other than their advisee during an investigative meeting/proceeding except at the explicit invitation of the investigator/hearing board officer.
- The Advisor may not “object” to questions, dispute evidence, or otherwise interject during an investigative meeting or proceeding.

### **III. Who can be an Advisor?**

Advisors may include, but are not limited to the following:

- Faculty or staff member
- A parent or family member
- Another student
- Legal counsel

### **IV. The Advisor cannot be:**

- A witness or provide evidence in the case.
- An active participant in the University’s process.
- Any on-campus confidential resource (CAPS, Ordained Clergy, Student Health Center staff, PSMA’s and Healthy Relationships & Violence Prevention Educator).
- An Advisor to both the complainant and respondent simultaneously.