Roles & Responsibilities of the Advisor

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.