



Office of Title IX Compliance (TIX)

Title IX Advisors

Participation of Advisors in the Resolution Process

All Parties are entitled to an advisor of their choosing to guide and accompany them throughout the Title IX process. Advisors may be a friend, mentor, family member, attorney or any other person who is available. People who will be called as witnesses may not serve as advisors. Title IX Compliance (TIX) maintains a list of trained (non-attorney) advisors who are available to the Parties. This list may be obtained through TIX. Parties may choose advisors from outside the pool, or outside the campus community, but those advisors may not have the same level of insight and training on the Title IX process as do those trained by TIX. Outside advisors may seek role clarification from TIX.

The Parties are entitled to be accompanied by an advisor in all meetings and interviews in which the parties are entitled to be present. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. TIX cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, TIX is not obligated to provide one.

All advisors are subject to the same Policy and Procedures, whether or not they are attorneys. Advisors may not present on behalf of Parties in a meeting and should request or wait for a break in the meeting if they wish to interact with the Title IX investigator. Advisors may confer quietly with Parties as necessary, as long as they do not disrupt the process. For longer or more involved discussions, Parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given a timely opportunity to meet in advance of any meeting with the investigator conducting that meeting. This will allow advisors to clarify any questions they may have, and allows TIX an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the Title IX process. Advisors who step out of their role during any part of the Title IX process will receive one warning. If there is a continued disruption or failure to respect the limits of the role, advisors will be asked to leave the meeting or interview, or withdraw as advisor. When an advisor is removed from a meeting or interview, the Parties are given the opportunity to reschedule the meeting so that they can be accompanied by another advisor.

If the Parties wish TIX to share documentation related to the allegations with their advisors, TIX will provide a consent form that authorizes such sharing. Parties must complete this form before TIX is able to share Title IX information with an advisor. In some cases documents may have personal information redacted. Parties are not otherwise restricted from discussing and sharing information relating to allegations with others who may support them or assist them in preparing and presenting. Advisors are expected to maintain the privacy of the documents shared with them by TIX. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by TIX. TIX may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by TIX's privacy expectations.

Advisors will make every effort to adjust their schedule to allow them to attend TIX meetings when scheduled. TIX does not typically change scheduled meetings to accommodate advisor's inability to attend. TIX will, however, make provisions to allow advisors who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not committed to using the same advisor throughout.

Where an employee is a member of a union and entitled to a union representative in the process, that employee may be accompanied by the union representative as their advisor or may choose an advisor in addition to their union representative. In such cases, the other party may have two advisors as well. The union representative will be held to the same standards as an advisor indicated above.

Parties should make every effort to advise the investigators of the identity of their advisor at least two (2) business days before the date of their first meeting with the investigator(s). Parties must provide subsequent timely notice to the investigator(s) if they change advisors at any time. No audio or video recording of any kind will be permitted by the responding party, reporting party, witnesses or advisors during meetings with the Title IX Coordinator or investigator(s).

Title IX Obligation Affirmation and Acknowledgement:

- A reporting or responding party has the right to have an advisor accompany them at all stages of the investigation and resolution process;
- An advisor may not advocate for a party like an attorney would in court. In other words, the advisor does not serve as an advocate or representative of a party and may not be actively involved in any of the proceedings;
- A different advisor may be used at various stages in the process;
- An advisor must keep confidential the information shared during meetings and throughout the investigation and resolution process;
- In cases involving multiple parties, the advisor cannot be another reporting or responding party;
- As needed to protect the integrity of the investigation and resolution process, TIX reserves the right to excuse from any meeting or other proceeding an advisor who is disruptive or who does not adhere to the limitations outlined in this form;
- Title IX policy prohibits retaliation against any individuals filing a complaint of this nature or participating in the investigation of the complaint. As an advisor, you are protected by and subject to this retaliation prohibition. You may not retaliate against any person participating in this process. If you feel you are retaliated against for your participation, please contact the Director of Title IX Compliance, Dr. Cat Riley rileyc6@erau.edu or 386-226-7971.

By signing this form, you acknowledge that you have read this form and understand your rights and obligations as an advisor. You acknowledge that you do not have any conflict of interests with this Party.

Printed Name

Serving as Advisor for:

Signature

Date