

**THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
EQUAL OPPORTUNITY AND COMPLIANCE OFFICE
214 W. CAMERON AVENUE, 2nd FLOOR, CB 9160
919-966-3576 PHONE, 919- 445-1580 FAX
711 (NC RELAY)**

NOTICE OF ATTORNEY OR NON-ATTORNEY ADVOCATE REPRESENTATION FOR UNIVERSITY EMPLOYEES

In accordance with Equal Opportunity and Compliance (EOC) Office policies and procedures, any individual who submits a report of a violation under either the University's *Policy on Prohibited Discrimination, Harassment and Related Misconduct Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence and Stalking* (PDHRM Policy) or the University's *Policy on Prohibited Sexual Harassment Under Title IX* (Title IX Policy), or who is the subject of such a report, may be represented at their own expense by an attorney or non-attorney advocate of their choosing. This form should be submitted to the Equal Opportunity and Compliance Office (EOC Office) at least five (5) business days prior to the investigative, administrative, or adjudicative meeting or proceeding that the attorney or non-attorney advocate will attend. A record of this form will be maintained at the EOC Office.

Additionally, current and former University employees must complete and sign a release of information form providing consent for the disclosure of information and University records maintained by the EOC Office under applicable law. The release of information form also should be submitted at least five (5) business days prior to the investigative, administrative, or adjudicative meeting or proceeding that the attorney or non-attorney advocate will attend.

I. Attorney or Non-Attorney Advocate Information:

Name of Individual Represented: _____
Name of Attorney or Non-Attorney Advocate: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____
Licensed Attorney: Yes _____ No _____
Firm Name (if applicable): _____

II. Certification:

Prior to participating in any meeting or proceeding, the attorney or non-attorney advocate must initial each line that is applicable to the present matter and sign below, indicating that they have read, understood, and agree to comply with each of the documents initialed below.

For Matters Involving the Policy on Prohibited Discrimination, Harassment and Related Misconduct, Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence and Stalking (PDHRM Policy)

_____ [Policy on Prohibited Discrimination, Harassment and Related Misconduct, Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence and Stalking \(PDHRM Policy\)](#)

_____ [Procedures for Reporting and Responding to Complaints of Discrimination, Harassment, and Related Misconduct Involving a Student as the Responding Party](#)

_____ [Procedures for Reporting and Responding to Complaints of Discrimination, Harassment, and Related Misconduct Involving a University Employee as the Responding Party](#)

_____ [Procedures for Reporting and Responding to Complaints of Discrimination, Harassment, and Related](#)

[Misconduct Involving a Visitor, Program Participant, Contractor or other Third Party as the Responding Party](#)

For Matters involving the Policy on Prohibited Sexual Harassment Under Title IX (Title IX Policy)

_____ [Policy on Prohibited Sexual Harassment Under Title IX \(Title IX Policy\)](#)

_____ [Procedures for Addressing Prohibited Sexual Harassment Under Title IX](#)

By signing below, I acknowledge that I have read and understood the above-listed documents applicable to the present matter. I further understand that this is an administrative process and that neither the formal rules of civil procedure nor the rules of evidence apply.

Attorney or Non-Attorney Advocate's Signature

Date

As the participating individual seeking representation by an attorney or non-attorney advocate, I confirm that I have requested that the above-named individual act as my attorney or non-attorney advocate and I agree to inform the EOC Office, in writing, when the above-named individual no longer represents me as well as if I seek new representation.

Participating Individual's Signature

Date