



NOTICE OF ADVOCATE REPRESENTATION

As used in this document, the term “Advocate” means a person who may accompany a party to investigative, administrative, or adjudicative meetings or proceedings under EOC policies and may fully participate in the proceeding to the same extent afforded to the represented party. An Advocate may be an attorney but is not required to be. For an Advocate to participate in an EOC meeting or proceeding, the party must complete and submit this form and the applicable Consent for Release of Information form.

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* (PPDHRM 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 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 Advocate will attend. A record of this form will be maintained at the EOC Office.

Additionally, parties 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 Advocate will attend.

I. Advocate Information:

Name of Individual Represented: _____
Name of 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 Advocate must initial each line applicable to this 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 (PPDHRM Policy)

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

and the PPDHRM Procedures* applicable to this matter, as set out in the Notice of Investigation

_____ [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; or](#)

_____ [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](#)

**If you are unsure which PPDHRM procedures apply, contact the Report and Response Manager or Investigator.*

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

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

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

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For matters involving either Policy, having read the applicable Procedures as noted above, I specifically understand and agree to comply with the following:

- _____ A party’s Advocate may not delay, disrupt, or otherwise interfere with the Investigation or Adjudication process.

- _____ The EOC Office will communicate and correspond directly with the party. It is the party’s responsibility to communicate and share information with the Advocate.

By signing below, I acknowledge that I have read and understood the above-listed documents applicable to this 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.

I also understand that any action taken by a party's Advocate, an employee or contractor of an Advocate, or any other individual engaged or otherwise used by the Advocate that may violate the Policy may be considered authorized by that party regardless of the party's actual knowledge. This applies, but is not limited to, analyzing whether a party has, through their Support Person or Advocate, engaged in Retaliation, Violation of Supportive Measures, Interference with the Policy, Unauthorized Disclosure, or any other Prohibited Conduct.

Advocate’s Signature

Date

As the participating individual seeking representation by an Advocate, I confirm that I have requested that the above-named individual act as my 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.

I also understand that any action taken by my Advocate, an employee or contractor of my Advocate, or any other individual engaged or otherwise used by my Advocate that may violate the Policy may be considered authorized by me regardless of my actual knowledge. This applies, but is not limited to, analyzing whether I have through, my Advocate, engaged in Retaliation, Violation of Supportive Measures, Interference with the Policy, Unauthorized Disclosure, or any other Prohibited Conduct.

Participating Individual’s Signature

Date