



Advisor Information

Department of Equity and Compliance
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This document outlines important information regarding advisors to parties involved in the University of Alaska Fairbanks's (UAF) administrative grievance process (including inquiries, investigations, hearings, and appeals) under UA Board of Regents' Policy and Regulation (BOR P&R) Chapter 01.04 (available at <http://alaska.edu/bor/policy-regulations/>). (Further information can be found in Chapter 01.04.) All advisors should review this document before assisting a party with the grievance process.

Advisor Guidelines

1. A party may designate one advisor of choice to assist them throughout the grievance process. A party may not be simultaneously represented by multiple advisors; however, an employee party who is a member of a bargaining unit may additionally receive assistance from a union representative. (Further information regarding union representation during the grievance process may be found in BOR Regulation R01.04.160.) The university will not appoint an advisor for the parties except as detailed below.
2. An advisor may be a friend, relative, student, faculty or staff member, advocacy organization staff member or volunteer, union representative, or attorney. Any cost associated with a party's advisor (with the exception of university-provided advisors as detailed below) is the party's responsibility. A witness in the grievance process may also be an advisor; any perceived conflict of interest will be taken into account by the decision-maker.
3. Upon selecting an advisor, parties must immediately notify the university in writing of their advisor's identity and contact information. Parties must also immediately notify the university of any change in advisor and provide updated contact information.
4. The university expects advisors to conduct themselves with decorum and candor. Advisors may not act in an abusive, intimidating, or disrespectful manner towards anyone involved in the grievance process. Advisors who fail to meet this standard will not be allowed to continue participating in the process. During interviews or hearings, advisors may not respond to substantive questions on a party's behalf.
5. Parties and their advisors must each agree not to duplicate evidence before being granted access.
6. If a party does not have an advisor at the time the Title IX investigator's report is released, the Title IX Coordinator will appoint one. Appointment of an advisor will take place at least 10 days prior to the hearing. Decisions regarding the appointment of advisors are not subject to challenge or appeal.

7. During live hearings, parties are entitled to the assistance of an advisor. Advisor assistance during a hearing may include presentation of an opening statement, cross-examination of the other party and witnesses, objection to questions asked of the party, and presentation of a closing statement. Cross-examination at the live hearing will be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.

8. Once designated by a party or appointed by the Title IX Coordinator, an advisor may be independently given access to evidence and provided a copy of the investigator's report. In some circumstances, advisors may proceed with their role during a hearing even in the party's absence. (It is therefore important that parties immediately notify the university of any change in advisor.)

9. If both a party and their advisor fail to attend the hearing, the Title IX Coordinator will appoint an advisor to represent the missing party's interests.

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