



OFFICE OF CIVIL RIGHTS & SEXUAL MISCONDUCT

Support Person/Advisor Participation Agreement for Parties

Any Complainant or Respondent (“Party,” or collectively, “Parties”) involved in a case covered under the University of Maryland Policy and Procedures on Sexual Harassment and Other Sexual Misconduct (“Policy and Procedures”), as administered by the Office of Civil Rights and Sexual Misconduct (“OCRSM”), is permitted to have one (1) Support Person and/or one (1) Advisor of their choosing. All Support Persons/Advisors must agree to the following information prior to accompanying or being involved in any case that pertains to the Policy. Parties are responsible for ensuring that their respective Support Person/Advisor adheres to the guidelines set forth, as also referenced in Section II (page 21) of the Policy and Procedures, which can be found at: <https://policies.umd.edu/policy/b2b4c087-8d3f-4a09-bb23-03d9562caa92/>.

CONTACT INFORMATION

Your full name:

Your University affiliation:

Your phone number:

Your email address:

Complainant or Respondent?

SUPPORT PERSON / ADVISOR

Please remember you may have one (1) Support Person and/or one (1) Advisor of your choosing.

Involved party:

First and Last Name:

Nature of Relationship to Party: Attorney ~ Parent/Guardian ~ Relative ~ Friend ~ UMD Professor ~ UMD Staff ~ Partner/Spouse ~ Other ~ N/A

Support Person or Advisor?:

Phone number:

Email address:

Involved party:

First and Last Name:

Nature of Relationship to Party: Attorney ~ Parent/Guardian ~ Relative ~ Friend ~ UMD Professor ~ UMD Staff ~ Partner/Spouse ~ Other ~ N/A

Support Person or Advisor?:

Phone number:

Email address:

SUPPORT PERSON / ADVISOR PARTICIPATION REQUIREMENTS

- **Complainant/Respondent Responsibilities:** When a Party wishes to have a Support Person/Advisor accompany them to a meeting or proceeding, the Party must provide advance notification to OCRSM and complete this form prior to any communication between OCRSM and Support Persons/Advisors.
- **Complainant/Respondent Responsibilities:** All official OCRSM communications (both verbal and written) will be between OCRSM and the Party directly. OCRSM will not communicate with an Advisor/Support Person seeking to speak on behalf of a Party, except that an Advisor may conduct cross-examination at a live Hearing in accordance with the Policy and Procedures.
- **Complainant/Respondent Responsibilities:** During any proceeding, a Party may request a recess to speak privately with their Support Person/Advisor, as appropriate and necessary. Such recesses shall not serve to unduly delay any proceedings, and OCRSM reserves the right to refuse such requests if deemed to be unreasonable.
- **All Parties and Support Persons/Advisors are expected to understand their roles and adhere to the University's expectations regarding decorum and privacy considerations.**
- **Each Support Person/Advisor will be notified of their responsibilities, which are as follows:**
 - 1) They are non-participants in the Policy and Procedures and cannot be a witness or provide evidence in a case.
 - 2) They cannot speak for or on behalf of a Party. Advisors are only permitted to be an active participant in the University's adjudication process for the

purposes of cross-examination in a live Hearing on behalf of a Party, as the Policy and Procedures expressly permits. See Procedures Section IV.D. (page 34).

3) They may not delay or otherwise interfere with University processes.

4) They are expected to respect the privacy of the individuals and witnesses involved and keep information about the matter confidential.

5) They may assist a Party by taking notes, organizing documentation, and consulting directly with the Party in a way that does not disrupt or cause any undue delays to University processes.

6) Advisors generally provide advice and consultation, whereas Support Persons generally provide emotional, logistical, or other kinds of assistance.

7) Support Persons/Advisor must submit the online Participation Agreement prior to their involvement in any meetings or proceedings.

- Each Support Person/Advisor will also be notified and must agree to the following information:
 - 1) For purposes of the agreement, Confidential Information shall include all information or documents obtained throughout the course of a Support Person's/Advisor's role in providing assistance to a Party in relation to a matter under this Policy and Procedures. This includes assistance with a Party during any and all meetings, proceedings, communications, and other activities related to the case.
 - 2) Support Persons/Advisors agree to keep all Confidential Information related to this matter confidential and not to disclose or publish such Confidential Information to others except in the context of the resolution processes related to the case or as otherwise provided by law, including court order, subpoena, or other valid legal process. In the event of a need to disclose or publish some or all of the Confidential Information, the Support Person/Advisor agrees to notify the Director of OCRSM/Title IX Officer at titleixcoordinator@umd.edu in advance, in writing, and to inform OCRSM of the purpose for the intended disclosure so that the University may take appropriate and necessary action, including, but not limited to, informing the other Party.
 - 3) Support Persons/Advisors understand that their obligation under the Agreement survives the termination of their role as a Support Person/Advisor following the final outcome of this matter.
- I request my SUPPORT PERSON be copied/included in all correspondence pertaining to this case. (I understand if I would like to change my selection, I will notify OCRSM in writing.)

Yes ~ No ~ Depends, and I will provide further details in writing

- I request my ADVISOR be copied/included in all correspondence pertaining to this case. (I understand if I would like to change my selection, I will notify OCRSM in writing.)

Yes ~ No ~ Depends, and I will provide further details in writing

- Upon submission of this form, the above listed Support Persons/Advisors will receive a separate online form to complete with this same information.

I will explain my above choice of "Other" here, and/or I have the following questions or concerns regarding any above information: