



# Advocate Information

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This document outlines important information regarding advocates for parties involved in the University of Alaska Fairbanks's (UAF) administrative grievance process (including inquiries, investigations, and appeals) under UA Board of Regents' Policy and Regulation (BOR P&R) Chapter 01.02 (available at <http://alaska.edu/bor/policy-regulations/>). (Further information can be found in Chapter 01.02.) All advocates must review this document before assisting a party with the grievance process.

## Advocate Guidelines

1. A party may designate one advocate to assist them throughout the grievance process. 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 R01.02.025.I.)
2. The advocate may be a friend, relative, student, faculty or staff member, advocacy organization staff member or volunteer, union representative, or attorney. Any cost associated with the party's advocate is the party's responsibility. The university will not appoint an advocate for the parties.
3. The university expects advocates to conduct themselves with decorum and candor. Advocates may not act in an abusive, intimidating, or disrespectful manner towards anyone involved in the grievance process. Advocates who fail to meet this standard will not be allowed to continue participating in the process.
4. The university is entitled to restrict an advocate's ability to speak or otherwise participate in the process, but any such restriction will be applied equally to all parties' advocates. Advocates are not permitted to ask or answer questions on a party's behalf, nor may advocates interfere with the process. If an advocate does not respect these or other ground rules, the advocate will not be allowed to continue participating in the process.
5. Parties and their advocates must agree not to duplicate evidence shared during any evidence review.