

Brief Overview of Expectations for Process Advisors

This document is only a brief explanation of the role of a Process Advisor; it is not comprehensive. This document is created with the intention to give a taste of what may be expected in this role so that a list of interested volunteers can be collected and a pool of qualified and trained individuals is established at RCC.

The Scope of this Role:

Process Advisors provide guidance and support to parties involved in reports that fall within RCC's Title IX Discrimination and Harassment Grievance Process.

A Process Advisor will:

- Be required to receive training on RCC's updated discrimination and harassment grievance process. Annual training commitments may also be added.
- Help a complainant (the person making the report) or the respondent (the person accused of misconduct) navigate through the Title IX Discrimination and Harassment Grievance Process.
 - This may include attending interview meetings the party has with an Investigator.
- Conduct "cross-examination" for their assigned party if a hearing is necessary. (To "cross-examine" in essence means to act as a mouthpiece or facilitator to neutrally relay the party's questions to other parties and witnesses during a live appeal hearing.)
- Serve as a point of contact for questions a complainant or respondent has.

A Process Advisor will not:

- Make a determination of responsibility for a policy violation, or determine sanctions/outcomes.
- Investigate reports of discrimination or harassment.
- Operate outside of established policies and procedures.
- Conduct themselves in a hostile or aggressive manner.
- Share any information they learn as part of their participation in the grievance process.

The Benefits of this Role Within the Community:

A successful RCC community is one that is committed to providing a safe learning/working environment that respects the rights of all individuals. A Process Advisor fosters a safe learning/working environment by providing guidance to parties involved with reports that undermine the necessary respect for the rights of others in the community. Process Advisors are distinctly unique in that this role promotes meaningful participation in RCC's process by helping advisees prepare for each meeting and ethically provide guidance with integrity and in good faith.

Estimated Time Commitment

Staff and faculty who are trained as Process Advisors will be called upon as needed. Since the number of reports varies year to year, there is no predetermined number of cases to anticipate. It is strongly preferred that a Process Advisor remains assigned to their advisee throughout the duration of the investigation. The overall time to complete an investigation also depends upon variables including but not limited to: the number of people to interview, availability of participants, and the complexity of the case.

Consideration is given in the event that a Process Advisor that is called upon communicates their inability to participate due to unavailability or conflicts of interest.

Because time commitments shift from case to case, it is important to discuss with your supervisor about your ability to volunteer for this opportunity.

Interested candidates should already come equipped with the following skills:

- Confidence in the ability to be trained as a Process Advisor.
- Ability to be comfortable in the exposure to explicit language regarding profanity, body parts, sexual acts (including sexual assault, sexual violence), discrimination, etc.
- Ability to utilize judgment, diplomacy, and equity while working with a diverse population.
- Ability to work under pressure and balance competing deadlines.
- Excellent communication skills, including the ability to understand processes and procedures and explain each in an easy to understand manner.
- An ability to uphold discretion and privacy.
- An ability to operate in a respectful manner while advocating for their advisee:
 - This may include “cross-examination”, helping individuals frame or explain behavior, helping people explain the impact of other’s behavior on them.
- A good understanding of their role as well as resources both on and off-campus which may assist their advisee.

And if not already familiar, should have a willingness to learn:

- How to impartially advise while also upholding discretion and privacy.
- Knowledge of due process rights.
- Knowledge of and ability to communicate RCC policies and procedures.
- General knowledge of laws, policies, and procedures related to Title IX including:
 - FERPA
 - Department of Ed’s federal regulations
 - Violence Against Women Act (VAWA)
 - Campus Sexual Violence Elimination Act (Campus SaVE)
 - Clery Act, etc.

Other considerations:

- Be aware of the policies related to harassment and discrimination are equally applied to all students, staff, and faculty. Consequently, an advisor may have a peer as an advisee or opposing party.
- Due to the nature of investigations, the information you know is private and can never be discussed with others outside of individuals involved in the investigation.
- There can be secondary trauma and compassion fatigue—especially when processing through traumatic experiences with someone else.