Advisor Designation and Authorization – Employment Investigations

Name ________________________________________  UO ID Number __________________

I hereby designate _________________________________________________ to serve as
[Pleas print advisor’s first and last name]
my advisor during interviews and any other administrative meetings related to a complaint
which is being investigated or addressed by the Office of Investigations and Civil Rights
Compliance (OICRC).

I understand that I may change advisors during the process, and that to do so I must submit a
new Advisor Designation form. I also acknowledge that only one advisor may be present during
any particular interview or meeting.

I have been advised that the OICRC strongly recommends that my advisor not also be a witness
in this matter. I have further been advised that my advisor may offer support but may not
speak or act on my behalf, may not provide substantive information, and may not take any
action that impedes or disrupts the university’s investigation and resolution of a complaint.

If the OICRC investigator determines that my advisor has engaged in unreasonable, disruptive,
harassing or retaliatory behavior, the investigator may require that I proceed without an
advisor or may require me to identify a new advisor.

☐ do  ☐ do not (check one) request that OICRC copies my advisor on communications to me.

If advisor is to be copied, provide your advisor’s email address:

______________________________________________

Please note that OICRC will only copy advisor on select official communications. We copy
advisors as a courtesy. It is your responsibility to make sure your advisor receives copies of
communications and to keep your advisor informed your case.

______________________________________________  ______________________
(Signature of Employee)                                             (Date)

Office of Investigations and Civil Rights Compliance
677 East 12th Avenue, Suite 452
Eugene OR 97403-5221
541-346-3123 | fax 541-346-4168  icrc.uoregon.edu
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