

## **Faculty Athletic Representative Job Description**

Function – To comply with NCAA requirements that NCAA member institutions appoint a Faculty Athletics Representative (FAR); to ensure the academic integrity of the College athletics program by representing the College and its faculty to the NCAA; to provide advice to the Athletic Director and the President; and to promote a balance between academics, athletics and the social lives of student athletes to ensure they enjoy the full spectrum of collegiate experiences available to students generally.

Requirements –The FAR must be a full-time tenured faculty member. The FAR may not be a member of the Athletic Department as a coach or administrator. The FAR is appointed by, and reports directly to the President.

### Administrative Duties –

- Represent the College as a delegate to the annual Faculty Athletic Representative Association Convention.
- Represent the College as a delegate to the NCAA annual convention. Meet with the President and Director of Athletics to establish the College's voting positions on legislation.
- Represent the College at conference meetings as needed, and attend the annual Western Collegiate Hockey Association meetings.
- Serve as one of five recognized individuals authorized to make contact with NCAA legislative services and staff.
- Participate in searches for senior athletics department administrators and head coaches.
- Periodic review of information that relates to the academic wellbeing of student athletes, and communicate to the faculty academic matters relating to student athletes (missed class time related to travel for competition, student athlete schedules, team GPAs, etc).
- Attend Athletic Department meetings whenever possible and review Athletic Department meeting minutes.
- Chair the College Athletics Board meetings and communicate to the President matters relating to intercollegiate athletics on campus.
- Be knowledgeable in NCAA and institutional rules governing athletic eligibility. Periodically attend regional rules seminars.
- Provide Division I coaches with certification exam practice materials and administer the annual DI coaches' certification examination.
- Meet periodically with the Athletic Director and/or the President to discuss the athletic program.

### Student Support Duties –

- Coordinate the nomination process for undergraduate awards and postgraduate scholarships.
- Assure the welfare of student athletes, by promoting a balance between academics, athletics and the social lives of student athletes to ensure they enjoy the full spectrum of collegiate experiences.
- Monitor academic services (tutoring, academic mentors, laptop computer

access, etc) to ensure that they are available to student athletes as needed.

- Serve as a secondary advisor to the College's student athletes and be available to discuss matters of academic concern.
- Periodically administer NCAA surveys to student athletes.
- Meet annually with athletic teams to educate student athletes on the role of the FAR.
- Participate in the preparation of requests for NCAA waivers or appeals, and be involved with reporting and the investigation of major rules violations.
- Be aware of major student-athlete conduct violations and/or team trends in honor code violations within the confidential guidelines set by the institution.
- Monitor DI Team Faculty Mentors to assure a productive relationship with coaches, and student athletes.
- Prepare the annual Athletics Board Report and present it to the College faculty and the President.
- Assist coaches with student athlete recruitment by talking to parents and prospective students about the College's academic program, or arranging for another College professor to talk to parents and a prospective student athlete.
- Attend home contests in all sports, whenever possible, in order to demonstrate support for the student athletes.
- Engage in other responsibilities as requested by the President or the Athletic Director.

In order to carry out the above, the following support is necessary:

1. Acknowledgment from the President and the Academic Dean of the time commitment and importance of providing this service to the College, as required by the NCAA.
2. Access, through the FAR's office computer, academic, and financial aid records of student-athletes.
3. A travel budget, administered through the President's office, to support travel to the annual NCAA Convention, meetings of the Faculty Athletics Representative Association, annual WCHA meeting, the NCAA Regional Rules Seminar, and any additional meetings or contests necessary to carry out the role of the FAR.
4. Other institutional responsibilities for NCAA regulatory compliance must be clearly delegated to Athletics Department and/or student affairs personnel.
5. The FAR should be appointed for a minimum of 5 years in order to carry out the duties described, and to establish a relationship with the Athletic Director, the President, conference members, and the student athletes.