

## NCAA Faculty Athletics Representative: Job Description

The Faculty Athletic Representative (FAR) serves as the principal faculty spokesperson in conveying, representing, and protecting the academic mission, values and goals of the University or College (Institution) as reflected in the office of intercollegiate athletics. The FAR should exercise three primary roles:

1. Support a quality student-athlete experience and student-athlete well-being;
2. Support the academic integrity of the athletics program; and
3. Support institutional control and rules compliance of the intercollegiate athletics program.

Each member institution of the NCAA is required to appoint a FAR. The FAR is appointed by the President or Chancellor (President), reports to the President, and represents the institution in its relationship with its conference(s) and the NCAA.

The FAR is expected to work closely with the President, his or her designee, the Director of Athletics, and other administrative personnel as appropriate and necessary to ensure that NCAA Principles for Conduct of Intercollegiate Athletics (Commitments to the Collegiate Model as described in the NCAA Constitution) are observed and promoted at all times.

### 1. Appointment, Qualifications, and Budget

- 1.1. The FAR should be appointed by the President or Chancellor of the Institution and may include consultation with the appropriate faculty body.
  - 1.1.1. There should be no predetermined length of appointment, but an annual review should be performed by the President.
- 1.2. The FAR should report directly to the President of the Institution
- 1.3. The FAR should be a full-time member of the faculty (preferably a tenured member or an administrator holding faculty retreat rights) and shall not hold an administrative or coaching position in Athletics.
- 1.4. The FAR should receive sufficient release time and/or additional compensation from his or her department and college duties in order to have time to fulfill the duties of the FAR.
  - 1.4.1. The FAR release time should be at least half of the teaching responsibilities of a faculty member at the Institution.
  - 1.4.2. The FAR should also receive a stipend for summer work when appropriate.
- 1.5. Support separate from the Department of Athletics should be established for the FAR for, among other needs, travel with teams and travel to national conferences, including the annual Faculty Athletics Representative Association annual symposium, NCAA convention, and NCAA rules seminar.

### 2. Responsibilities

- 2.1. Student-athletes should recognize the FAR as a source of information, support, and counseling, one which is located administratively outside of the Department of Athletics. As such, the FAR can serve as an arbiter in disciplinary matters.

- 2.2. The FAR should have direct contact with student-athletes on a systematic and periodic basis, including but not limited to advising, mentoring, recruiting, attending practices, attending games, traveling with teams, participating in new student-athlete orientation activities, and attending select workshops and trainings offered to Athletics.
- 2.3. The FAR should be a senior adviser outside of the Department of Athletics to the President or Chancellor on matters related to intercollegiate athletics. Together with the Director of Athletics, the FAR formulates and recommends institutional positions on NCAA legislation and other matters affecting, or related to, intercollegiate athletics at the Institution.
- 2.4. The FAR should participate in operational planning and decision-making as well as strategic planning and decision-making related to intercollegiate athletics to promote and ensure academic success and integrity as well as student-athlete well-being.
  - 2.4.1. The FAR should meet regularly with the President and his or her designee.
  - 2.4.2. The FAR should be a member of the Athletics Leadership Team
  - 2.4.3. The FAR should participate in the Athletics staff meetings.
- 2.5. The FAR should meet regularly with the Student-Athlete Advisory Committee (SAAC).
- 2.6. The FAR should participate in the hiring of all head coaches and senior athletic administrators.
- 2.7. The FAR should have regular contact with coaches to help promote and ensure academic success and integrity as well as student-athlete well-being.
- 2.8. The FAR should perform or review exit interviews of student-athletes to discern the success of the student-athlete experience.
- 2.9. The FAR should represent the institution to the NCAA and to the athletics conferences and attend such meetings. The FAR should also, when possible, represent the institution on NCAA and conference committees.
- 2.10. The FAR should be a member of the Institution's Athletics Advisory Board.
- 2.11. The FAR should be knowledgeable about the academic preparation and performance of each sports team and should uphold high academic standards and expectations for these team members.
- 2.12. The FAR should support the athletic training staff in health and safety education.
- 2.13. The FAR should oversee, either directly or indirectly, that student-athletes meet all NCAA, conference, and institutional requirements for eligibility for practice, financial aid, and intercollegiate competition. This includes both initial and continuing academic eligibility requirements for both freshman and transfer student-athletes.
- 2.14. The FAR should assist in the following activities:
  - 2.14.1. Assisting student athletes and advising staff regarding issues related to academic advising, mentoring, and resolution of academic issues related to student-athletes.
  - 2.14.2. Assisting in the dissemination and interpretation of periodic statistical reports on the academic preparation and performance of student-athletes for each team. This information is provided to the President, the Vice

President for Student Affairs, the Athletics Advisory Board, the athletics administration, head coaches, and the Faculty Senate.

- 2.14.3. The FAR may be called upon by the Director of Compliance to review and sign off on various NCAA waivers as needed.
- 2.15. The FAR should be knowledgeable about the NCAA and conference rules and enforcement procedures.
  - 2.15.1. He or she should be fully informed about, and assist when needed with, institutional investigations of allegations of rules violations.
  - 2.15.2. He or she must review all infractions before they are reported to either the NCAA or a conference. No such report should leave the campus until it has been reviewed by the FAR.
  - 2.15.3. He or she plays a major role in matters that potentially involve significant violations of NCAA rules.
  - 2.15.4. He or she should monitor implementation of penalties for violation of the Institution Intercollegiate substance abuse policy.
- 2.16. The FAR should support the Director of Compliance to appropriately inform and/or train campus entities outside of Athletics on issues related to institutional compliance. Such entities include, but are not limited to: (a) office of student financial aid, (b) office of undergraduate admissions, (c) office of the registrar, and (d) offices of the academic vice president and the deans of the colleges.
- 2.17. The FAR should be notified of any issues which may become problematic for the Institution.
- 2.18. The FAR should accept any additional responsibilities or perform any other duties relating to the intercollegiate athletics programs that are assigned by the President of the Institution or his or her designee.