



Academic Affairs
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Memorandum

TO: FAU Faculty

FROM: John Pritchett 

DATE: April 26, 2007

SUBJECT: Faculty Athletic Representative

Over the past several months, we have worked to clarify the position description for the Faculty Athletic Representative. Attached please find an up-dated position description.

Should you have an interest in this key position, please contact Jennifer O'Flannery in the President's Office.

**Florida Atlantic University
Faculty Athletic Representative
Job Description**

The National collegiate Athletic Association (NCAA) mandates that each member institution have a Faculty Athletic Representative (FAR).

6.1.3 Faculty Athletics Representative

A member institution shall designate an individual to serve as faculty athletics representative. An individual so designated after January 12, 1989, shall be a member of the institution's faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the athletics department. Duties of the faculty athletics representative shall be determined by the member institution. *(Adopted: 1/11/89)*

The FAR shall be appointed by the President from among the faculty members. The term of office shall be 3 years with the possibility of one reappointment. The FAR will be granted release time and a budget to cover the cost of expenses of attending meetings.

Duties and Responsibilities:

Chairs the Athletic Advisory Board (AAB)

Oversees Compliance including monitor eligibility of student-athletes: including initial eligibility, transfer from two-year and four-year colleges, and continuing eligibility

Participates in any investigation of an allegation of NCAA and SunBelt rules violations

Periodically reviews admissions procedures for student-athletes as well as data on the academic credentials (high school grades and class rank and SAT scores) of admitted student-athletes in comparison with other admitted students.

Periodically reviews the academic status of student-athletes throughout the year. Meets with the Director of the SACAE to review academic issues.

Periodically reviews the Academic Progress Rate (APR) of the teams and participates in the development of the APR Improvement Plans.

Acts as liaison between faculty and the SACAE/Athletics. Serves as a mediator in cases of dispute. Promotes the academic achievements of the student-athletes.

Reports annually to the Faculty Senate on the academic performance of student-athletes and other athletically related matters.

Administers NCAA coaches' exams regarding recruiting and compliance.

Conducts exit interviews for student-athletes. Provides an annual report to summarize the findings. Communicates immediately with the Athletic Director on major concerns that arise during the interview process.

Addresses the student-athletes at the beginning of the year meeting to express the importance of academics, reinforce the student-athletes' responsibilities, and explain his or her role.

Conducts the nomination and selection process of the FAU Male and Female Student-Athlete of the Year. Nominates and assists student-athletes with applying for NCAA Post Graduate Scholarships.

Coordinates the editing of the student-athlete handbook to ensure that student-athletes are being given accurate and appropriate information.

Reviews travel and competition schedules to ensure that missed class time is held to a minimum.

Attends Athletic events and is visible to student-athletes including participating with the Student-Athlete Advisory Committee (SAAC).

Attends appropriate NCAA compliance seminars, other NCAA training programs, and the FARA annual meeting.

Plays a major role in any self-study and review of the Athletic Department

Accepts any additional responsibilities as assigned by the president of the university.