POSITION DESCRIPTION

for the

Faculty Athletics Representative (FAR)
at Seattle Pacific University
(member Division II, National Collegiate Athletics Association
and the Great Northwest Athletics Conference)

Fall 2014

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1. INTRODUCTION

The SPU Faculty Athletics Representative (“FAR”) is appointed by and reports to the SPU President, as mandated in NCAA By-Laws, to assist the President in ensuring compliance with NCAA rules and standards. The FAR is selected from the ranks of full-time tenured faculty and fulfills the role at the pleasure of the President, serving without specified term limit.

The NCAA – a membership-run association – charges its member institutions with three primary responsibilities. The work of the Faculty Athletics Representative focuses on advancing and supporting these three goals:

- the academic integrity of athletics programs
- institutional control of the athletics department, specifically measured by compliance with NCAA rules
- the physical, emotional and academic (and at SPU, spiritual) well-being of student-athletes

The FAR accordingly works with the University President and Director of Athletics to fulfill these goals.

Specifically, the FAR serves as an intermediary (1) horizontally, between academics and athletics within the university, as liaison and mutual advocate between academic and athletic domains; and (2) vertically, between the university and conference and NCAA governance, as these relate to FAR duties. Therefore the FAR must maintain familiarity with programs and policies of the SPU Athletics Department, the Great Northwest Athletics Conference (GNAC), and the NCAA.

According to the NCAA’s Faculty-Athletics Representative Handbook (rev. 2004), “NCAA regulations . . . commit member institutions to the maintenance of the highest regard for the academic and personal well-being of our student-athletes.” Within this broad charter, FAR duties will “vary widely” depending on institutional mission and practice, but should be specified in a “position description” conveying “both authority and responsibility” and supported with “institutional resources” commensurate with the President’s assignment of the FAR’s role. This document constitutes such a job description for the SPU FAR.

Three professors have held the FAR appointment since SPU joined the NCAA: Dr. Lloyd Montzingo, Professor of Mathematics (c 1969-1972); Dr. Wesley Lingren, Professor of Chemistry (1972-1997), and Dr. William Woodward, Professor of History (1997-2015).

(Sources: FAR booklet 2004; Division II Update bulletin Mar 06; FARA orientation sessions)
2. NCAA GUIDANCE

*pertaining to the definition, designation and duties of the Faculty Athletics Representative*

Constitution 1.3.1 Basic Purpose [of the NCAA]

“The competitive athletics programs of member institutions are designed to be a vital part of the educational system. A basic purpose of this Association is to maintain intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body . . . and, by so doing, retain a clear line of demarcation between intercollegiate athletics and professional sports.”

Constitution 4.02.2 Faculty Athletics Representative

“A faculty athletics representative is a member of an institution’s faculty or administrative staff who is designated by the institution’s chief executive officer or other appropriate entity to represent the institution and its faculty in the institution’s relationships with the NCAA and its conference(s), if any.”

By-Law 6.1.3 Faculty Athletics Representative

“A member institution shall designate an individual to serve as faculty athletics representative. An individual so designated . . . 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.”

Constitution 5.4.1.2.1.2 Review of Staff Interpretation

“. . . a request [may] be submitted . . . by one of the five individuals who are authorized to request . . . on behalf of the institution [i.e., chief executive officer, faculty athletics representative . . . ]”

Division II Model Faculty Athletics Representative

“Faculty Athletics Representatives should be committed to the Division II Life in the Balance positioning statement and to the six Division II attributes: learning, sportsmanship, service, resourcefulness, passion and balance . . . . To that end, FARs should exercise three primary roles: (1) ensuring a quality athlete experience and student athlete well-being; (2) ensuring the academic integrity of the athletics program; and (3) ensuring institutional control of the athletics program.”

Faculty Athletics Representative Handbook (NCAA, 2004)

“Institutional control of an intercollegiate athletics program is a campus-wide responsibility . . . . Faculty athletics representatives are expected to take an active role in the institutional control of the intercollegiate athletics program on their campuses . . . . Therefore, it is of critical importance that the role of the faculty athletics representative in the monitoring and assessment of the effectiveness of the compliance effort of an institution be well understood by the CEO and by all others involved.”
3. PRESIDENT’S VISION

The institution’s philosophy of educating the whole student demands a connection between athletics, student life, and academics. Such integration is to be encouraged in mission, structure, and functioning, as well as through personal connections among athletics staff, student-athletes and faculty, as befits an academic community of faith.

Without a doubt, the university enjoys a tremendous athletic heritage that has achieved a high standard of excellence – both on the field and in the classroom. Such success is indicative of SPU’s position as a leading national Christian university.

A relationship among Athletics, Academics, Student Life and University Ministries should be fostered -- in pursuit of an optimal atmosphere and culture in which the student-athlete can be successful and also in which the entire campus community can not only be fans, but supporters and advocates.
4. RESPONSIBILITIES

4.1 General Responsibilities

4.1.1 Core Functions

- Report regularly (at least twice annually) to the President (see 5.1)
- Function as the key institutional liaison to the athletics department
- Develop and maintain familiarity with the activities, policies, rules and expectations of the SPU athletics department, the conference, and the NCAA
- Serve as advisor to the President for intercollegiate athletics in relation to SPU’s mission
- Serve as liaison between faculty and Athletics Department, fostering open lines of communication among all stakeholders
- Consistently attend contests and other athletic events
- Maintain a healthy working relationship with the Athletics Director and Compliance Officer
- Serve ex officio on the Intercollegiate Athletics Committee
- As consistently as possible, participate in conference governance, in the annual meetings of the NCAA and the Faculty Athletics Representative Association (FARA), in periodic Regional Compliance Seminars, and in an NCAA Division II FAR Fellows Institute and Advanced FAR Institute
- Report regularly about intercollegiate athletics to faculty and senior administrators (see 5.2)

4.1.2 Additional Tasks

- Serve ex officio on the Falcon Legends Hall of Fame Selection Committee
- Maintain personal physical fitness
- Continue to perform appropriately in the classroom, in the professional discipline, and in service to university, church and community
- Serve in other capacities as designated by the President
4.2 Advance and Support Academic Integrity of Athletics Programs

Advocate Seattle Pacific University’s central academic mission to the Athletics Department and to student-athletes, by striving to:

4.2.1 CORE FUNCTIONS
- in partnership with Athletics Dept staff, ensure that standards of conduct appropriate to SPU are established, communicated and upheld (on and off-campus and on and off the field of play)
- participate on search committees for senior athletics department administrators and head coaches

4.2.2 ADDITIONAL TASKS
- advocate for policies and schedules that will minimize missed class time as well as for student-athlete recruitment strategies that prioritize academic performance
- be available to serve as a resource for student-athletes in academic difficulty
- disseminate periodic reports to the President, Academic Vice-President and faculty on the academic preparation and performance of each sports team
- receive copies of reports filed to comply with NCAA standards related to student-athlete academic performance, consulting with the Athletic Director and/or President as concerns arise
4.3 **Advance and Support Institutional Control over Athletics Programs**

*Advocate GNAC and NCAA policies and programs to SPU, by striving to:*

4.3.1 **CORE FUNCTIONS**

- maintain familiarity with NCAA and GNAC rules related to academic eligibility, transfer requirements, restrictions, and enforcement procedures
- report regularly to Faculty Senate and to other SPU governance groups as invited
- serve on institutional Compliance Committee, maintaining communication and connection with Student Financial Services, Admissions, Student Academic Services and Student Life in regard to applying and administering NCAA regulations
- participate actively in addressing any suspected major violations of NCAA rules
- assist in preparing the NCAA-mandated periodic Institutional Self-Study Guide (ISSG)

4.3.2 **ADDITIONAL TASKS**

- serve as a resource in developing long-range plans for intercollegiate athletics that prioritize institutional control
- maintain positive connection to NCAA national and GNAC offices (in accordance with the NCAA’s specified grant of authority)
- assist in preparing waiver requests and appeals, and participate in GNAC rulings on such requests
- proctor and report annual rules certification tests for coaches
- on NCAA request, administer NCAA surveys
- receive, review, and archive reports of infractions
- foster an atmosphere of compliance with NCAA rules and ethical standards
4.4 Advance and Support a Positive and Healthful Experience for the Student-Athlete

Advocate athletics and athletes to SPU i.e. “student-athlete well-being,” by striving to:

4.4.1 Core Functions

- advocate that student-athletes sustain an appropriate balance among athletics, academics, social and spiritual needs
- be visible and available to student-athletes, through (for example) new-student-athlete orientation activities, squad meetings, and the Student-Athlete Advisory Committee (SAAC)
- maintain positive relationships with coaches individually and collectively
- coordinate student-athlete applications for NCAA post-graduate and other scholarships

4.4.2 Additional Tasks (listed in or inferred from NCAA documents)

- intercede on behalf of student-athletes or coaches with faculty and other university officers where policies (or lack thereof) would inequitably disadvantage a student-athlete
- ensure that all appropriate academic and support services are known and available equitably to student-athletes
- encourage student-athletes to participate in community service; to attend SPU-sponsored social, civic, cultural and academic events; and to pursue leadership and other personal development opportunities
- support initiatives to promote exemplary sportsmanship and ethical conduct in competition and beyond
- publicize student-athlete accomplishments (especially academic achievements) to faculty at the request of coaches, meet with prospective student-athletes
- present the unique needs and opportunities of student-athletes to New Faculty Orientation and New Advisor Orientation
- participate in coaches’ meeting at least once annually
- consult on and sign all requests for waivers or appeals to the GNAC and NCAA
- participate in student-athlete exit interviews (conducted by IAC in coordination with Athletics Dept)
- participate in meetings of the Student Athlete Advisory Committee (SAAC)
- encourage diversity and foster attitudes of reconciliation, inclusion and respect
4.5 Participate in NCAA Governance

*Advocate SPU to GNAC and NCAA, by striving to:*

4.5.1 **CORE FUNCTIONS**

- represent SPU to the NCAA and to the GNAC
- attend GNAC meetings, specifically serving on the GNAC’s FAR Council (chair the council when it is SPU’s turn to lead the conference)
- in collaboration with the Athletics Director, formulate and recommend SPU positions on proposed NCAA legislation and other matters

4.5.2 **ADDITIONAL TASKS**

- participate in the Faculty Athletics Representative Assoc (FARA)
- stand for appointment to NCAA or FARA committees as a representative of both GNAC and faculty perspectives
5. REPORTING AND COORDINATING LINES

5.1 Primary Reporting Line

5.1.1 TO THE PRESIDENT. The FAR reports directly as needed or requested, but at least:

! in person twice annually (once with the Athletics Director), and
! in writing once annually
! for formal performance review, after the first year and every second year thereafter, as determined by the President

5.2 Other Reporting Lines

5.2.1 TO AND THROUGH THE INTERCOLLEGIATE ATHLETICS COMMITTEE (IAC). The FAR, as an ex-officio member of the IAC, reports as appropriate at each scheduled meeting, and coordinates with the IAC chair between meetings.

5.2.2 TO THE FACULTY. The FAR, as charged by NCAA guidelines, reports to the faculty

! sitting as Faculty Senate, in person: at least once annually, in partnership with the IAC chair
! via “Facnet,” in writing: as needed in connection with the annual oral report to Senate, and also on the occasion of significant achievements by SPU student-athletes

5.2.3 TO FACULTY COUNCIL and/or TO THE CHIEF ACADEMIC OFFICER and/or TO THE DEAN’S COUNCIL on request or as need arises.

5.3 Coordinating lines

5.3.1 WITH THE ATHLETICS DIRECTOR as need arises, but regularly.

5.3.2 WITH THE ASSOC AD FOR COMPLIANCE regularly:

! jointly to coordinate with other university offices (e.g. registrar)
! regarding academically superior and academically at-risk student-athletes
! to monitor compliance

5.3.3 WITH THE VICE-PRESIDENT FOR STUDENT LIFE as needed, but at least twice annually

5.3.4 WITH THE GNAC OFFICE, as needed and at call
6. RESOURCES/SUPPORT

6.1 Release from Academic Duties

6.1.1 Course Load Release
   5-credits per academic year

6.2 Expenses

6.2.1 Conference and NCAA Meetings
   - NCAA annual meeting (designated as alternate voting delegate)
   - NCAA Faculty Athletics Representative Association annual meeting
   - NCAA Regional Rules Seminar or other NCAA conference once every three years
   - GNAC FAR and Management Councils

6.2.2 SPU Away Contests
   - one post-season venue covered annually

6.2.3 Incidental and Entertainment
   - up to $250 annually to take coaches to lunch, host student-athletes at home, etc.

6.3 Stipend

6.3.1 Summer Stipend
   - compensation for duties performed while off regular contract during the summer,
     equivalent to the full-day stipend paid for new student advising
7. REFERENCES

NCAA Constitution and By-Laws

Faculty Athletic Representative Handbook (2004)

Division II Model Faculty Athletics Representative Document (Oct 2011)

“Duties of the Faculty Athletics Representative” (oral briefings at the Faculty Athletics Representatives Association (FARA) Forum – 2005 and subsequent years)

Division II Strategic Positioning Platform

Division II Model Athletics Program Document (Oct 2005)

FAR Mission Statement originating from 2005 Div II FAR Fellows Institute

FAR job descriptions – both generic and institution-specific – as compiled by FARA

NCAA website: http://www.ncaa.org/

FARA website: http://www.farawebsite.org/what_is_an_far.php