

Guidelines for MU's NCAA Faculty Athletics Representative (FAR)¹

I. Principles that Inform the Guidelines

The NCAA Constitution requires that all member institutions appoint and appropriately use a faculty athletics representative (FAR). The FAR plays a central role in ensuring academic integrity, sound governance, commitment to rules compliance, attention to equity, and student-athlete welfare.

1. **Independence/integrity:** The FAR is part of the checks and balances system for administering and overseeing intercollegiate athletics. Although the FAR does not report to the faculty (in nearly all cases, the FAR is appointed by the Chancellor or equivalent), he or she is expected to provide a faculty perspective on intercollegiate athletics issues. Both the appearance and the reality of this perspective must be maintained.
2. **Stature/visibility:** The FAR is to enjoy a degree of visibility and stature “beyond the level of a typical service appointment².” Both of these factors - the stature and the visibility - should allow the FAR to perform duties with a greater degree of effect.
3. **Communication:** The FAR works at a crossroads where the interests of student-athletes, the Department of Intercollegiate Athletics, the NCAA, the faculty and administration, and other interest groups need to be heard and addressed. Policies and procedures that ensure clear and regular communication are needed.
4. **Influence:** The FAR must carry out duties that promote the integrity of the intercollegiate athletics program at his or her institution. To do so, this individual must be involved in the internal workings of athletics - from administration to compliance; from eligibility to student-athlete welfare.
5. **Uncertainty/fluidity:** The position of FAR is not fixed once and for all. Intercollegiate athletics itself is in a period of dynamism, and the role of FAR can be expected to change as well. Consequently, policies and procedures for FARs may require revision from time to time.

¹ These guidelines were originally adapted from the 2001 guidelines developed by Penn State University FAR Scott Kretchmar, in order to provide schools with helpful models to strengthen the role of campus FARs and intercollegiate athletics governance. They were adopted in 2005 and revised in 2014. The guidelines are approved by the Chancellor and reflect discussion and input from IAC, Faculty Council and the Department Intercollegiate Athletics.

² Hagwell, Stephen R. (Ed.). (January, 1998). Faculty Athletics Representative Handbook. Indianapolis: NCAA.

II. Qualifications of the FAR

The MU FAR position is open to tenured faculty members who have no administrative, coaching, or direct connection to the Department of Intercollegiate Athletics. Preference will be given to applicants holding a senior academic position, preferably at the rank of professor, with experience in faculty leadership and who possess a campus reputation in a role unrelated to intercollegiate athletics (e.g., excellent teacher, successful researcher, well-respected administrator). Knowledge of MU academic requirements and policy matters is a plus.

Applicants must demonstrate integrity and be willing to avoid both the reality and appearance of any conflict of interest, particularly in relationship to accepting perks or other fringe benefits. Interest in the position should be motivated by the desire to assist the Chancellor and to protect the interests of the campus and its student-athletes, rather than a primary interest in the athletics enterprise or any of its sports.

Faculty members who apply for the FAR position must recognize that fulfilling the responsibilities of the FAR is time consuming. FAR activities and responsibilities will likely conflict with other extensive research, teaching, service or extension duties. The FAR is expected to prioritize university and external commitments such that the work of FAR will not be compromised by other agendas and priorities.

III. The MU FAR Position

- A written job description for the FAR position consistent with these guidelines will be maintained by the office of the Chancellor.
- The FAR term of office will be 5 years with no more than one term of reappointment. Term of office will commence August 15 of the appointment year. During of the fifth year of the service term, the Chancellor will either choose to reappoint the current FAR (if eligible and willing) or commence a search for a new FAR.
- The Chancellor will consult with Faculty Council, IAC, and the Director of Athletics with respect to process and selection. As representatives of the campus community, Faculty Council and IAC will be notified of the search process. Nominations will be accepted by the Chancellor. The Chancellor will select and announce the new FAR by early spring (of fifth year). The FAR-select will attend a sample of campus, SEC and national meetings and shadow the incumbent FAR in preparation for new duties.
- The FAR will operate from an office located outside the Department of Intercollegiate Athletics and outside the academic student-athlete advisement center. The FAR reports to the Chancellor and has regularly scheduled and ad-hoc meetings with the Chancellor.
- The position will carry support consistent with the job description which may include a stipend and/or release time for the FAR, clerical assistance if needed, travel and other support. Financial support for the FAR and any search expenses will be provided from the general budget or other sources not connected to intercollegiate athletics.

IV. Duties and Responsibilities

The FAR has advisory, oversight/institutional control, and administrative responsibilities.

- 1. Advisory** – The FAR, first and foremost, informs and advises the Chancellor on important matters related to the NCAA and the SEC. Advisory responsibilities include:
 - Meet regularly with the Chancellor in an advisory capacity.
 - Meet regularly with the Director of Athletics to exchange information and advise him/her on matters of mutual concern.
 - Serve as a member of the Department of Intercollegiate Athletics Senior Management Team, attend its regular meetings and provide the Senior Management Team information on current NCAA and SEC issues, rules, legislation. Advise the Senior Management Team about campus issues that may affect intercollegiate athletics.
 - Provide the Department of Intercollegiate Athletics' compliance office ongoing and frequent advice on all relevant issues.
 - Serve as a member of the MU Admissions Committee. Advise on the potential success of applicants prior to NCAA Eligibility Certification. Attend compliance and academic services staff meetings.
 - Serve as a member of the IAC and the IAC Executive Committee, attend their regular meetings, and provide advice and information on current NCAA, SEC and campus issues related to intercollegiate athletics. The FAR may solicit input from the IAC on relevant NCAA and SEC legislative proposals.
 - Maintain general awareness and develop knowledge of athletics operations by meeting with SAAC, attending start-of-season and other special events, surveying student-athletes and/or participating in exit interviews with student-athletes, attending a wide variety of athletic events representing all teams and attending monthly all-staff meetings.
 - Provide information about the FAR position to the entire MU community through an up-to-date web site.
 - Be readily available to meet with individual student-athletes.
 - Provide reports on a regular basis to the Faculty Council, maintain communication with Faculty Council and accept input on athletic issues. The FAR must ensure that Faculty Council receives substantive information on such matters as graduation rates for student-athletes, admissions statistics including any special admits for student-athletes, and other academic issues and concerns.
 - Participate in search committees for senior Department of Intercollegiate Athletics administrators.
 - Maintain awareness and develop up-to date knowledge of the major issues facing the NCAA and the college athletics. Advise the Chancellor with regard to current issues and their impact on MU and the SEC.

- 2. Oversight and Institutional Control** - The FAR has compliance oversight responsibilities over all institutional operations dealing with the Department of

Intercollegiate Athletics, its personnel, coaches and student-athletes. The FAR shares the supervisory authority with the Director of Athletics over the Department's Senior Associate Athletics Director for Compliance. The FAR has the primary responsibility, delegated by the Chancellor, for maintaining institutional control over intercollegiate athletics.

- Through regular attendance at the Department of Intercollegiate Athletics' Senior Management Team meetings the FAR has knowledge of all aspects of the Department's operation.
 - Responsible for ensuring, along with the Director of Admissions, Athletics Certification Officer and the Director of Financial Aid, that the processes of admission, determination of satisfactory academic progress, awarding of athletics financial aid, and certification of initial and continuing athletics eligibility are properly constituted and carried out. The FAR must ensure that these processes are provided with adequate cross checks and built-in redundancies in order to minimize human errors. The FAR meets periodically with the Director of Admissions, the Director of Financial Aid, the Athletics Certification Officer, and the admissions committee and attends relevant joint meetings.
 - Ensure that the Athletics Compliance Office provides the FAR with every NCAA, SEC and MU rule interpretation generated by the Office for the FAR's information.
 - Responsible for ensuring that the personal rights and well being of student-athletes are guarded and protected.
 - Serve on the hearing committee for all student-athletes who appeal a decision or ruling of the Department of Intercollegiate Athletics. Serve on the missed class hearings for students who violate attendance policy.
 - Oversee the student-athletes academic support services provided by the Department of Intercollegiate Athletics and MU including meeting regularly with the Associate Director of Athletics for Academic Services. The FAR communicates with the Faculty Council about those support services and tutoring operations.
 - Know academic expectations of student-athletes and monitor academic progress and graduation rates.
 - Know MU academic requirements and provide information that relates to academic progress of student-athletes to Faculty Council, MU administrators, and Athletics Academic Services.
 - Foster open communication about academic issues facing student-athletes.
- 3. Administrative** - Most of the FAR's administrative responsibilities are in compliance including, but not limited to the following:
- Know NCAA Bylaws that pertain to FAR specific responsibilities. He/she can operate independently in developing an understanding of the interpretations.
 - Official SEC and NCAA certifications of all student-athletes for practice and competition is carried out by the NCAA Athletics Certifying Officer in cooperation with the Department of Intercollegiate Athletics' compliance office. The FAR is ultimately responsible for guaranteeing that the procedure for determining initial and continuing eligibility is valid and that adequate cross-

checks are in place. The FAR is the final signatory on all eligibility certification forms forwarded to the SEC. No student-athlete can compete without this official certification.

- The FAR, with assistance from the Athletics Compliance Office, submits all special waivers and appeals to NCAA and SEC including, but not limited to those related to initial or continuing eligibility, medical hardship, extension of the five-year competition limit.
 - In incidences of possible NCAA or SEC rules violations, the FAR oversees and participates in all investigations. He/she is responsible for guaranteeing that the rights of all involved student-athletes are protected. The FAR, Senior Associate Athletics Director for Compliance and the Associate Athletics Director for Compliance prepare the self-report and any request for student-athlete reinstatement. The self-report is prepared on the FAR's stationary and is sent under his/her signature.
 - Participate in all SEC compliance reviews.
 - Serve as the official campus representative to semi-annual squad meetings where NCAA and SEC rules relating to drugs, sports agents, extra benefits, etc. are explained to student-athletes.
 - Oversee the process of administration and signing of affidavits by student-athletes from teams asked to participate in post-season competition as required by the NCAA.
 - Participate, where appropriate, on various MU and Department of Intercollegiate Athletics standing and ad hoc committees. The FAR serves on various institutional committees, including but not limited to, MU Strategic Planning and Resource Allocation Committee, Department of Intercollegiate Athletics Substance Abuse Committee, Intercollegiate Athletics Committee and the Department of Intercollegiate Athletics Strategic Planning Committee.
- 4. The NCAA** - The FAR, along with the Chancellor, the Director of Athletics and the Associate Director of Athletics /Senior Woman Administrator, is an official MU and SEC representative to the NCAA.
- Participate in the routine governance of the NCAA as a representative MU.
 - The FAR may be appointed to represent the SEC on various standing and ad hoc committees and other governance groups.
 - Attend at least one regular annual meeting of the NCAA.
 - Attend select NCAA national and regional seminars and/or 1A FAR meetings. Monitor current topics and legislation and topics of benefit to MU. Share information with MU constituents.
 - Hold local conversations with MU constituencies and the Chancellor to develop the institution's position for NCAA legislation.
 - Exercise authority as specified in the bylaws on matters delegated to FARs (e.g. academic responsibility, student-athlete welfare.)
- 5. SEC** - The FAR, along with the Chancellor, the Director of Athletics and the Associate Director of Athletics /Senior Woman Administrator, is an official MU representative to the SEC.

- Participate in the routine governance of the SEC as a representative of the institution. Annually attend approximately three regular SEC meetings as a member of the Council of Faculty Athletics Representatives.
- The FAR may be appointed to represent MU on various standing and ad hoc committees and as an officer in the Conference. The FAR represents MU by serving as Chairperson of the SEC FAR Council in the years assigned.
- Communicate with campus constituencies to develop the institution's position for Conference legislation and exercise authority as specified by SEC bylaws.
- Participate in the Council of FARs to review and make recommendations about waivers and other issues brought forward by institutions. The FAR presents cases brought forward for consideration by MU.
- The FAR brings forward items that are in the best interest of MU and/or student-athletes in general for consideration by the SEC.