

**University of Northern Iowa  
NCAA Faculty Representative  
Job Description**

**General Description**

According to NCAA Bylaw 4.02.2 the “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).” In Bylaw 6.1.3 the NCAA further states that the faculty athletics representative (FAR) “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.”

The NCAA has provided some guidance on the typical responsibilities of the FAR. In a pamphlet describing the role of the FAR it is stated: “Working closely with the CEO and the director of athletics, the FAR works to support a campus environment in which the athletics program is maintained as a vital component of the educational program and in which student-athletes constitute an integral part of the student body.” The FAR has “responsibility in several areas, including the enhancement of academic integrity, institutional control, and student-athlete welfare [...]” The NCAA also notes that the FAR serves as the “principal advisor to the CEO on all matters related to intercollegiate athletics” and helps “monitor the coordination of compliance efforts and rules education among campus entities outside the athletics department.”

**Appointed By:** President in consultation with faculty and administrative officials.

**Specific Responsibilities at University of Northern Iowa (UNI)**

The general scope of the FAR’s role at UNI is consistent with the description provided by the NCAA and summarized above. In addition, the FAR at UNI has certain other responsibilities. Committee responsibilities of the FAR are the following:

1. The FAR chairs the UNI Compliance Team.
2. The FAR serves as ex-officio member of the Inter-athletic Advisory Council.
3. The FAR chairs the Student-Athlete Appeals Committee (non-financial aid issues).
4. The FAR will offer to report annually on athletics to the Faculty Senate and other appropriate institutional boards and committees.
5. The FAR will meet at a minimum, on a quarterly basis with the President to review and/or discuss issues pertaining to intercollegiate athletics and UNI student-athletes. The FAR will prepare and submit an annual report no later than June 30 of each year, to the President and Provost, that will summarize his/her activities. Copies of the report shall be filed with the President, Provost, Vice-President for Administration and Finance, and the Director of Athletics.
6. The FAR serves on committees that hire head coaches and senior athletic administrators.

7. The FAR serves on MVC committees, occasionally as chair. The FAR casts the institutional vote on all matters.
8. The FAR serves on NCAA committees, when appointed.

**In addition to these committee responsibilities, the FAR shall:**

1. be responsible for the administration of the annual NCAA rules test, which all coaches must pass before recruiting off-campus.
2. complete all NCAA and MVC Scholarship Nomination forms such as Walter Byers, NCAA & MVC Postgraduate Scholarships, etc, and should participate in the selection of nominees for other academic and athletic awards.
3. be informed of any allegations of violations of NCAA, MVC, WWC or MVFC rules or regulations or of any inquiries into alleged or suspected rules violations.
4. be signatory to NCAA and Conference forms ensuring that the processes used to verify that student-athletes meet all NCAA, Conference, and institutional requirements for eligibility, practice, financial aid and competition.
5. review and sign all requests for waivers and appeals of NCAA and Conference legislation, rules, or processes.
6. receive and review the results of any audits of the athletics department.
7. play a major role in any NCAA athletics certification program reviews.
8. meet periodically with the Student-Athlete Advisory Council and inform student-athletes about the FAR role as an independent source of counsel, assistance, and information to student-athletes and coaches.
9. attend NCAA, FARA, conference and compliance meetings on a regular basis.
10. attend various awards ceremonies and other athletic-related activities.
11. together with all members of the athletic administration, insure that appropriate standards of student-athlete conduct, on and off campus, are established, clearly communicated, and consistently enforced.
12. advocate for the welfare and well-being of student-athletes.
13. accept any additional responsibilities or perform any other duties that relate to the intercollegiate athletics programs that are assigned by the president of the university or requested by the NCAA or Conference offices.