

Senate Document SD 01-15
(Approved, 4/8/2002)
(Amended & Approved, 12/12/2016)

TO: Fort Wayne Senate

FROM: Deborah Ross, Chair
Student Affairs Committee

SUBJECT: Duties and Responsibilities of the Compliance Coordinator (supersedes
SD 92-17)
Duties and Responsibilities of the Faculty Athletic Representative
(supersedes SD 84-3)
Compliance Coordinator reporting relationship

DATE: March 18, 2002

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, a full-time compliance officer has been hired to handle university, conference, and NCAA regulations; and

WHEREAS, the hiring of a full-time compliance coordinator requires a rethinking of the structure and reporting relationship of this position.

RESOLVED, That the Senate pass the following recommendations regarding the compliance position housed in the Athletic Department:

1. The compliance officer will fulfill all the compliance duties formerly assigned to the compliance coordinator and be given the title "Compliance Coordinator."
2. The Faculty Athletic Representative, in addition to the duties already assigned to that position, will be responsible for monitoring the activities of the Compliance Coordinator.
3. The Faculty Athletic Representative will be given at least a 25% course release, preferably 37.5% (three courses), per year.
4. The reporting lines will follow the attached chart.
5. The Subcommittee on Athletics will meet monthly with the Compliance Coordinator in a session where no Athletic Department personnel are present.

Compliance Coordinator
(Supersedes Senate Document 92-17)

Duties and Responsibilities

- A. The Compliance Coordinator shall assist in interpreting and enforcing university, conference, and NCAA regulations.
- B. The Compliance Coordinator shall be accountable to the Athletic Director, Faculty Athletic Representative and the Chancellor for coordinating all aspects of IPFW's institutional compliance with NCAA and conference regulations, including:
 - 1. Certifying initial and continuing eligibility of all student athletes, including transfer students;
 - 2. Developing and implementing comprehensive and continuing NCAA and conference rules education programs and procedures;
 - 3. Implementing and monitoring appropriate certification programs;
 - 4. Conducting, with the Athletic Director and Faculty Athletic Representative, the preliminary investigation of any rules violations or infractions.
 - 5. Monitoring award of financial aid to athletes; and
 - 6. Participating in new student athlete orientation activities at the beginning of the academic year and appraising student athletes of NCAA guidelines and of any rules changes.
- C. The Compliance Coordinator shall be a nonvoting, advisory member of the Subcommittee on Athletics (SCOA) and an advisor on the Eligibility Subcommittee.
- D. The Compliance Coordinator shall attend appropriate meetings of the NCAA and the conference.
- E. The Compliance Coordinator shall promote understanding of sports and their value in relationship to the educational and ethical commitments of the university.
- F. The Compliance Coordinator shall report to the Faculty Athletic Representative and the Athletic Director the status of institutional compliance activities as appropriate, but at least annually.
- G. The Compliance Coordinator shall make an annual written report to the Faculty Athletic Representative on his/her activities throughout the year.

**Indiana University-Purdue University Fort Wayne Faculty Athletics Representative
Position Description
(FAR)**
(Supersedes Senate Document 84.3)

Appointment:

The Faculty Athletic Representative (FAR) will be appointed by and report to the Chancellor. The appointment will be made in consultation with the Athletics Advisory Subcommittee (AAS). Emphasis will be placed on the importance that the position be appointed to a tenured faculty member.

The terms of the appointment should be negotiated between the Chancellor and the prospective FAR. These negotiations should take into account the time constraints of the position, the burden of the position on the prospective FAR's department, and the research agenda of the prospective FAR, as well as the resource and time commitment desired to fulfill the duties of the FAR. It is recommended that the terms include sufficient teaching releases to complete the assigned duties. Since the duties of the FAR are year round it is also recommended that some form of summer pay or stipend be included. (http://farawebsite.org/wp-content/uploads/2015/07/President-BrochureFARA_15.pdf)

Position Summary:

Pursuant to National Collegiate Athletic Association (NCAA) Bylaws 4.02.2 and 6.1.3, "the FAR is a member of an institution's faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the athletics department. The FAR is designated by the institution's president or chancellor to represent the institution and its faculty in the institution's relationship with the NCAA and its conferences."

Based on guidance from the *Faculty Athletics Representatives Association* (<http://FARAwebsite.org>), the primary functions of the FAR are

- To be an independent participant in the process of monitoring compliance with NCAA, conference, and institutional rules by the athletic program;
- To provide a faculty viewpoint in the administration of the intercollegiate athletics programs;
- To act as a resource for student-athletes, coaches, and athletic department staff; and
- To advise the chancellor on matters related to these functions.

The FAR should carry out these duties particularly mindful of the need to protect the academic integrity of the athletics program and the welfare of the student-athletes. The FAR is the most visible sign of faculty involvement in the intercollegiate athletics program.

Scope of Responsibility and Description of Duties:

1. Must be knowledgeable of NCAA, conference and institutional bylaws, policies and procedures. The FAR is one of 5 individuals to have signature authority as required by the NCAA.
2. Involved in the general oversight and monitoring of NCAA and conference compliance efforts, including reviewing daily student-athlete full-time status reports and periodic spot checks of records and systems to insure that all institutional compliance systems are engaged and functioning.
3. Monitor the institutional mechanisms for evaluating whether student-athletes have met all of the academic eligibility requirements for practice, financial aid and competition established by the NCAA, conference and institution through attending bi-weekly Student-Athlete Services team meetings.
4. Assist in reviewing any major institutional inquiry into alleged or suspected rules violations and in the preparation of any major infraction reports submitted to the conference and the NCAA.
5. Receive and review copies of all reports of secondary violations of NCAA rules, and if available or required, provide signature authority.
6. Review requests for waivers and appeals of NCAA or conference legislation, rules or processes as required by the NCAA or conference, and if available, provide signature authority.
7. Actively participate in discussion and review of proposed NCAA legislation with the athletic administration and the Chancellor, when necessary, regarding the institution's voting position.
8. Oversee the annual administration of the coaches' certification exam.
9. Assist in the monitoring of student-athlete academic progress through review of squad lists, the Academic Progress Report, eligibility check lists, and the Graduation Success Rate, as well as an understanding of the Institutional Performance Program tools provided by the NCAA.
10. Represent the university at the NCAA Convention, FARA Convention, NCAA Regional Rules Seminar, league meetings, and additional opportunities as they arise. Travel related to the duties of the FAR should be funded by the office of the Chancellor.
11. Be informed of any concussion or injury(ies) to a student-athlete impacting academics, particularly those that would prevent a student-athlete from attending class or otherwise affect academic performance.
12. Actively participate in the student-athlete exit interview process and review student-athlete responses to the annual program evaluations.
13. Serve on hiring committees for head coaches and athletic administrators as deemed appropriate.
14. Chair, and voting member, of the Athletics Advisory Subcommittee (AAS) including creation of agendas, drafting of meeting minutes and report regularly to the Faculty Senate on the academic performance of student-athletes and other athletically related matters.

15. Serve as a liaison between faculty, administration and student-athletes and assist in the mediation of any conflicts between these groups. As part of these duties the FAR should be made aware of academic dishonesty situations involving student athletes.
16. Provide education to campus constituencies regarding NCAA rules and institutional responsibilities, particularly with regard to Academic Integrity.
17. Serve on the university Compliance Committee.
18. Meet regularly with the Chancellor on matters related to the intercollegiate athletics program and provide an annual report of FAR activities to the Chancellor, Athletic Director, and Sub-Committee on Athletics. This report will also be forwarded to the Faculty Senate by AAS.
19. Promote a balance among the academic, athletic and social lives of student-athletes, affording them opportunities to enjoy the full range of collegiate experiences available to students generally.
20. Accept any additional responsibilities or perform any other duties that relate to the intercollegiate athletics program as assigned by the Chancellor.

Additional resources may be found at <http://faraweb.org/>