



FACULTY ATHLETICS REPRESENTATIVE HANDBOOK

Auburn University at Montgomery



COMPLIANCE TEAM HANDBOOK

*This handbook was developed to help each administrator understand and operate within the guidelines, policies, and procedures of this designation and the Department of Athletics. Questions can be directed to the Faculty Athletics Representative, Director of Athletics, and Assistant Director of Athletics for Compliance. This handbook will not duplicate information and forms readily available in other formats. Staff are expected to administer the program ethically, within the guidelines of the university, the NCAA, and efficiently, within the parameters of their individual budgets. Each employee is also expected to be knowledgeable of, and to operate within the policies and guidelines published in the NCAA Manual, Gulf South Conference, University publications, and the Student-Athlete Handbook. Procedures highlighted in **orange** represent a change since the June 2017 edition.*

FACULTY ATHLETICS REPRESENTATIVE

The Faculty Athletics Representative is responsible for serving as the liaison between the Department of Athletics and the faculty and administration. The Faculty Athletics Representative reports directly to the President.

CALENDAR

Orientation	Start of Fall term for most incoming student-athletes
Coaches Certification exam	Yearly (or as needed)
Exit surveys	As needed, end of competitive season
June annual reports	Yearly
Awarding of GIA (Grant in aid)	By July 1
Faculty/ Student relationships	On-going
Eligibility Certification Committee	On-going (typically weekly in fall/spring terms, as required in summer)
Compliance Team	Monthly

Intercollegiate Athletic Committee	Twice per year (or as needed)
Athletic Appeals Committee	As needed
Violations, Waivers, RSRO	As needed
GSC meetings	December and May
FARA	November (required once every 3 years)
NCAA annual Convention	Yearly
Regional Rules	Yearly
Institutional Control (Chancellor meeting)	Quarterly unless necessary
Hall of Fame	Annually, Fall
Academic reporting	By term for gpa's, annually for graduation

LEGISLATED AND ASSIGNED RESPONSIBILITIES

The Faculty Athletics Representative is one of the individuals authorized to make contact with the NCAA Academic and Membership Affairs staff for rule interpretations. The Faculty Athletics Representative has a number of legislated and assigned responsibilities:

- Represents the institution at the yearly NCAA Convention, FARA Fall Forum, GSC meetings and Regional Rules Seminars.
- Certifies the academic and overall eligibility of each student-athlete each semester in coordination with the Office of Athletic Compliance and the Registrar's Office (Eligibility Certification Committee - ECC). The FAR also participates in all PTD evaluations and team evaluations. Certifies the awarding of athletic scholarships with Associate Director of Athletics (ADAC) and Office of Financial Aid.
- Works with Academic advising coordinators, Registrars Office and ADAC to ensure fifth term student athletes have a declared major and to evaluate their academic progress.
- Assists with required Institutional Self-Studies.
- Proctors the NCAA Coaches' Certification examination annually.

- Reviews the end of season and exit surveys.
- Serves on the AUM Athletic Appeals Committee.
- Serves on the AUM Academic Affairs Committee and AUM Academic College Representatives Committee.
- Serves as representative of the Intercollegiate Athletic Committee.
- Serves as co-chair of the Compliance Team.
- Assists with compliance education for student-athletes, coaches, and staff.
- Assists with the submission of student-athlete reinstatement cases. Reinstatement requests must be submitted to the NCAA in the name of the institution by the Faculty Athletics Representative, President, OR Assistant Director of Athletics - Compliance in accordance with NCAA Bylaws.
- Assists with all NCAA waiver requests.
- Assists with all secondary NCAA violation reports. The Faculty Athletics Representative is included in the notifications from the NCAA that an official inquiry is being initiated to determine whether rules violations have occurred.
- Reviews competitive schedules with missed class time as the focus. (Should this happen? Was discussed at FARA)
- Mediates between student-athletes and faculty regarding attendance, making up missed assignments, and other academic issues that relate to athletic participation.
- Meets quarterly with the University Chancellor to discuss current and upcoming issues related to FAR responsibilities and athletic-academic interaction.
- Is a member of the AUM Athletic Hall of Fame Committee charged with selecting notable student athletes for recognition of their athletic accomplishments as well as academic and community service.
- Oversees term reporting of team GPA's. Participates in annual; reporting of graduation rates and providing material for annual report to the NCAA.

