

JOB DESCRIPTION:	Faculty Athletics Representative		
DEPARTMENT:	Office of the President		
REPORT TO:	University President		
TERM LENGTH:	No term - appointed by University President	FLSA STATUS:	Exempt
COMPENSATION:	Stipend	DATE APPROVED:	28-MAR-2025
		DATE MODIFIED:	

SUMMARY: As a member of the National Collegiate Athletic Association (NCAA), Western New Mexico University (WNMU) is required to designate a faculty member as Faculty Athletics Representative (FAR). The FAR should exercise three primary roles:

1. Support the student-athlete experience and student-athlete well-being;
2. Support the academic integrity of the athletics program; and
3. Support institutional control and rules of compliance of the intercollegiate athletics program.

The FAR is expected to work closely with the President, his or her designee, the Director of Athletics, and other administrative personnel as appropriate and necessary to ensure that NCAA Principles for Conduct of Intercollegiate Athletics (Commitments to the Collegiate Model as described in the NCAA Constitution) are observed and promoted at all times.

DUTIES:

1. **Welfare of the Student-Athlete:** Maintains consistent, meaningful interaction with student-athletes through scheduled orientation sessions, wellness programming, academic check-ins, and attendance at home competitions/events. Serves as an accessible, independent, and confidential resource for student-athletes, ensuring their concerns and perspectives are elevated in institutional decision-making related to well-being and campus climate.
2. **Compliance:** Reviews and verifies initial and continuing eligibility for all student-athletes by confirming compliance with NCAA, conference, and institutional standards. Collaborates closely with the Assistant Athletics Director for Compliance to evaluate transcripts each term, confirm roster certifications, and ensure all eligibility-related documentation is accurate and complete. Assists in campus-wide education on compliance requirements and monitors institutional adherence to external reporting expectations.
3. **Academics:** Monitors academic preparation, ongoing academic performance, and progress toward degree for each athletics team. Partners with student athletes and the Assistant Athletics Director for Academic Achievement to address advising needs, intervene on academic concerns, and support student-athletes experiencing academic challenges. Reviews academic performance data, promotes a culture of academic integrity, nominates student-athletes for academic awards, and assists in identifying grants or resources that strengthen academic success.
4. **Athletics Department & Oversight:**
 - a. Provides independent guidance to the President on matters affecting intercollegiate athletics, including academic integrity, student-athlete welfare, and institutional positioning within the NCAA. Collaborates with the Director of Athletics to review, develop, and recommend institutional stances on NCAA legislation and policy changes. Participates in both operational and strategic planning to promote alignment between

- academic priorities and Athletics operations.
- b. Meets regularly with the Director of Athletics, coaching staff, training staff, and other key Athletics personnel to monitor emerging issues, discuss academic and compliance expectations, and ensure the well-being and safety of student-athletes. Participates in Athletics staff meetings and may be engaged in hiring processes for coaches and senior administrators when appropriate.
 - c. Chairs the Faculty Athletics Committee, sets meeting agendas, facilitates discussion, and ensures faculty perspectives are represented in Athletics oversight. Provides regular reports to the Faculty General Assembly and communicates relevant policy updates, compliance changes, and student-athlete academic trends.
5. **Professional Meetings:** Represents WNMU at NCAA, conference, and other professional meetings as needed, serving as an institutional liaison for matters involving compliance, academic integrity, and student-athlete welfare.
 6. Other duties as assigned.

REQUIREMENTS:

1. The FAR is appointed by the university President in consultation with faculty, Athletics staff, and student-athlete and reports directly to the University President.
2. This position has **no designated term length**.
3. Must be a full-time, in-person faculty member on the Silver City campus and holds **tenured or tenure-track** status. This position may **not** hold an administrative or coaching role within Athletics.
4. Receives release time and/or compensation to perform FAR responsibilities.
 - a. Provided an **annual stipend** from the Office of the President.
 - b. Travel to required NCAA, conference, and cFAR meetings is supported by the President's Office.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)