



DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS MARYLAND 21402-1300

PROVOSTINST 1531.52B
VPAA
18 Aug 2026

PROVOST INSTRUCTION 1531.52B

From: Provost, U.S. Naval Academy

Subj: FACULTY REPRESENTATIVES TO ATHLETIC TEAMS

Ref: (a) COMDTMIDNNOTE 5400 of 21 Jul 2026
(b) COMDTMIDNINST 1310.1K
(c) DIRATHINST 1710.18K
(d) DIRATHINST 1710.19

Encl: (1) Faculty Representative Application Template

1. Purpose

a. To define the responsibilities of Faculty Representatives (Fac-Rep) for varsity and club sports at the U.S. Naval Academy (USNA), and to establish procedures for the application and appointment. A Fac-Rep will be appointed for every varsity athletic team. For club sports, a representative may be appointed based on the specific needs of the program.

b. This revision introduces a requirement for Fac-Reps to work with head coaches to appoint a Sports Team Academic Officer (STAC) each year, while also establishing explicit protocols for Fac-Reps to manage team exam conflicts and lead post-deadline schedule adjustments.

2. Cancellation. PROVOSTINST 1531.52A

3. Scope and Applicability. This instruction applies to all civilian and military faculty members appointed by the Provost who serve as, or are eligible to serve as, Fac-Reps.

4. Background. For decades, faculty representatives have served as vital mentors and academic monitors for midshipmen participating in USNA varsity and club athletic programs—a role that has proven to enhance overall midshipman performance. This instruction formalizes the Fac-Rep role by establishing clear expectations and defining the process for appointment and reappointment.

5. Policy

a. A Fac-Rep must be a civilian or military faculty member appointed by the Provost whose core responsibility is direct support of USNA's academic mission as an instructional faculty member. Eligible representatives normally hold the rank of Assistant, Associate, or (full) Professor; Permanent Military Instructor; or Permanent Military Professor.

b. The Provost and academic evaluators will consider successful performance as a Fac-Rep as significant Yard-wide service during annual reviews, promotion, and tenure processes.

c. Fac-Reps will be reviewed for reappointment every academic year. Tenure in these positions is normally limited to a maximum of five consecutive years of service.

d. Applications for the position of Fac-Rep must be endorsed by the applicant's direct supervisor (using enclosure (1)) and submitted to the Institutional Faculty Athletics Representative (FAR)). Appointments will be made by the FAR after consultation with the Senior Associate Athletic Director for Admissions and Academics and the Provost.

e. Fac-Reps who plan to relinquish their duties prior to the end of an academic year must notify the FAR in a timely fashion so that a replacement can be identified.

6. Duties and Responsibilities. Fac-Reps provide liaison between the varsity and club athletic teams (midshipmen, coaches, and Officer Representatives [O-Rep]) and the academic faculty and administration. The FAR acts as the Provost's administrative liaison to the Fac-Reps and is available to help them to perform the following duties:

a. Take initiative to get to know and foster good communication with the coaches, O-Rep and team captain(s).

b. Work with the head coach to ensure a Sports Team Academic Officer (STAC) is appointed early in each new academic year per reference (a). The term of service can be a semester or year-long and reappointments are possible.

c. Fac-Reps are strongly encouraged to attend team practices and may travel with the team when beneficial to midshipmen academic performance. However, these activities must not conflict with teaching duties or essential academic responsibilities, which remain the primary priority.

d. In conjunction with the team STAC, familiarize themselves with the academic record of each team member, detect any academic difficulties before interim grades are posted, carefully review squad members' marking period grades and Midshipman Academic Performance Reports (MAPR), and take corrective actions as needed.

e. As needed, interact with other faculty, the academic advisor(s), and the Provost's office to facilitate improved academic performance of the midshipmen on the team. Provide feedback from these discussions to the midshipman and the coaches and follow-up on the situation throughout the semester. Write special MAPRs regarding midshipman performance as warranted.

f. Require midshipmen to inform their professors (or request permission in the case of club sport teams) when class will be missed due to an athletic movement order. Ensure the midshipmen know what work will be missed and confirm they have a plan to make it up.

g. Be knowledgeable about possible conflicts between team competition and final exams. Clearly communicate with the players and coaches the need to follow the Provost Notice 1531 Final Examination Schedule and Exceptions if final exams changes are warranted. When final exam schedule changes need to be enacted after the deadline promulgated in Provost Notice 1531, the faculty representative will take the lead in communicating specific actions to be taken by midshipmen, monitor the results of those actions, and make FAR aware of any challenges that arise.

h. Be familiar with the contents of references (b) and (c), the instructions related to O-Reps, to understand their responsibilities. Uphold policies and expectations set forth in reference (d). Share impressions of the midshipmen as students and future officers with the O-Rep for inclusion in the evaluation reports required by the Commandant.

7. Limitations. It is crucial that Fac-Reps are seen as academic professionals facilitating the improved academic performance of the midshipmen on a team and not as a person asking for special consideration on behalf of any midshipman.

a. Fac-Reps should encourage the members of the team to take personal responsibility for their own academic success. Fac-Reps should intervene only after a midshipman personally has tried to resolve an issue and has indicated that further assistance is required.

b. All midshipmen are assigned a plebe advisor or an academic advisor in their major. Fac-Reps are encouraged to work in conjunction with those individuals in order to help midshipmen, but are not authorized to contact the Academic Scheduling Office or the Summer Training Office on behalf of midshipmen on the team. Fac-Reps simply should encourage midshipmen to meet with their academic advisors or company officers to handle these issues directly.

c. Fac-Reps are not coaches. The National Collegiate Athletic Association (NCAA) rules permit only a certain number of coaches in each NCAA sport. If the Fac-Rep's sport has reached the allowable number, then the Fac-Rep may not function in the role of a coach at any time. However, the Fac-Rep may volunteer to help the team in other ways (e.g., by serving as timekeeper, keeping score, recording statistics) as appropriate.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://www.secnav.navy.mil/doni/Records%20Management%20Schedules/Forms/AllItems.aspx>

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records custodian or the USNA Records Manager.

9. Review and Effective Date. Per OPNAVINST 5215.71A, the Vice Provost for Academic Affairs will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known for the following guidance in OPNAV Manual 5215.1, of May 2016.

S. L. FIREBAUGH

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Provost Instructions website: <https://www.usna.edu/Academics/Provost/Rules-Regulations/Instructions.php>

PROVOSTINST 1531.52B
18 Aug 2026

APPLICATION FOR FACULTY REPRESENTATIVE TO AN ATHLETIC TEAM

Date: _____
For Academic Year: _____

From: _____
To: Institutional Faculty Athletics Representative

Subj: APPLICATION FOR ATHLETIC TEAM FACULTY REPRESENTATIVE

1. I wish to be considered for the position of Faculty Representative to an athletic team. Below is my team preference:

Name/Rank: _____

School/Department: _____

Office Phone: _____ E-Mail Address: _____

ENDORSEMENT

Date: _____

From: Chair, _____ (Department)
To: Institutional Faculty Athletics Representative

1. Forwarded, recommending approval/disapproval.

Signature: _____
(Applicant's Direct Supervisor)

Enclosure (1)