



DEPARTMENT OF THE NAVY
OFFICE OF THE ACADEMIC DEAN AND PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS MARYLAND 21402-1323

ACDEANINST 1531.52
2/ADP

APR 25 2016

ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.52

From: Academic Dean and Provost

Subj: FACULTY REPRESENTATIVES TO ATHLETIC TEAMS

Ref: (a) COMDTMIDNINST 1310.1E, APPLICATION, DESIGNATION, AND ASSUMPTION OF DUTIES FOR OFFICER AND ENLISTED REPRESENTATIVES OF EXTRACURRICULAR ACTIVITIES (ECA), VARSITY SPORTS, AND CLUB SPORTS
(b) DIRATHINST 1710.18B, INSTRUCTIONS TO VARSITY ATHLETIC TEAM OFFICER REPRESENTATIVES
(c) DIRATHINST 1710.19 INSTRUCTIONS TO ATHLETIC TEAM FACULTY REPRESENTATIVES

Encl: (1) Faculty Representative Application Form
(2) Faculty Representative Designation Letter

1. Purpose. To define the responsibilities of Faculty Representatives to varsity and club sport programs, and to establish procedures for the application and designation to their positions. Faculty Representatives shall be designated for each varsity athletic team, and may be designated for a club athletic team depending on the program's specific needs.

2. Background. For several decades there have been faculty members ("Faculty Representatives") serving as monitors of and mentors to midshipmen participating in the numerous USNA varsity and club athletic programs, and these relationships have had a positive impact on the midshipmen's overall performance. The purpose of this instruction is to define the expectations of the individuals serving in the capacity of Faculty Representative and to describe the process by which Faculty Representatives are appointed and reappointed.

3. Policy

a. Each Faculty Representative will be a civilian or military instructional faculty member whose primary responsibility at USNA is to support USNA's academic mission - specifically the teaching and learning element of the academic mission. A Faculty Representative's prior and expected future/continuing primary responsibilities must be to support the academic program in a primarily instructional role; therefore, a Faculty Representative is someone whose USNA appointment is made by the Academic Dean and Provost and is normally someone that holds one of the following ranks: Assistant, Associate, or (full) Professor; JPMP, or PMP.

b. The successful execution of the duties of a Faculty Representative will be considered as significant Yard-wide service in annual performance reviews including promotion and tenure processes.

c. Faculty Representatives will be reviewed for reappointment every academic year, and five consecutive years of service as a Faculty Representative normally will be considered a maximum length of service in these

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positions.

d. Applications for the position of Faculty Representative must be endorsed by the applicant's direct supervisor and by the Director of Athletics (using enclosure (1)), and will be forwarded to the Academic Dean and Provost for approval and appointment.

e. All applicants will be notified of their selection/non-selection by way of enclosure (2).

f. Faculty Representatives who plan to relinquish their duties prior to the end of an academic year must notify the Academic Dean and Provost in a timely fashion such that a replacement can be identified.

4. Duties and Responsibilities. Faculty Representatives provide liaison between the varsity/club athletic team (Coaches, Student-Athletes and Officer Representatives) and the academic faculty and administration. The Institutional Faculty Athletics Representative acts as the Academic Dean's administrative liaison to the Faculty Representatives 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, Officer Representative and Team Captain(s).

b. Attend practice as often as possible. Travel with the team if warranted to make a positive impact on the team's academic performance while doing so. However, service as a Faculty Representative must not compromise the faculty member's primary responsibilities to the Academy (e.g., teaching class). That is, attendance at practice and traveling with the team must not interfere with their primary responsibilities for instruction, research/scholarship and service.

c. Have familiarity with the academic record of each team member. Actively monitor squad members' grades. Early detection of academic difficulty needs to take place as soon as possible, even before interim grades are posted.

d. Require midshipmen to inform their professors (or request permission in the case of non-varsity athletics) when class will be missed due to an athletic movement order. Ensure the midshipmen know what work will be missed and ensure they have a plan to make it up.

e. As needed, interact with other faculty, the academic advisor(s), and the Academic Dean's office to facilitate the improved academic performance of the midshipmen on the team. For example, the Faculty Representative should contact a professor as soon as it is noted that a team member is receiving a less than satisfactory grade in his/her class. Ascertain the professor's assessment of why the midshipman student-athlete is having trouble and discuss methods for improvement. 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. Be familiar with the contents of references (a) and (b), the instructions related to Officer Representatives, to understand their responsibilities. Uphold policies and expectations set forth in reference (c). Share impressions of the midshipmen as student-athletes and future officers

with the Officer Representative for inclusion in the evaluation reports required by the Commandant.

5. Limitations. It is crucial that Faculty Representatives 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. Faculty Representatives should encourage the members of the team to take personal responsibility for their own academic success. Faculty Representatives 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. Faculty Representatives 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. Faculty Representatives simply should encourage midshipmen to meet with their academic advisors to handle these issues directly.

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


A. T. PHILLIPS

Distribution:
All Faculty (electronically)

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APPLICATION FOR FACULTY REPRESENTATIVE TO AN ATHLETIC TEAM

Date: _____
For Academic Year: _____

From: _____
To: Academic Dean and Provost
Via: Sr. Assoc. AD for Admissions and Academics
Director of Athletics

Subj: APPLICATION FOR ATHLETIC TEAM FACULTY REPRESENTATIVE

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

1st Choice _____
2nd Choice _____

2. The following is provided for information purposes. PRIVACY ACT STATEMENT. Authority: 5USC 301, 44 USC 3101 Purpose: To maintain Faculty Representative information for the Academic Dean and Provost and the Director of Athletics. Disclosure of this information is voluntary.

NAME _____ TITLE/BRANCH OF SERVICE _____

If married, spouse's name _____

Division/Department _____

Stop # _____ Ext _____ E-Mail Address _____

Home Address _____ Phone # _____

College & Year of Graduation _____

Date Reported to USNA _____

Athletic Background _____

FIRST ENDORSEMENT _____ Date: _____

From: Chair, _____ (Department)
To: Academic Dean and Provost
Via: Sr. Assoc. AD for Admissions and Academics
Director of Athletics

1. Forwarded, recommending approval/disapproval.

Signature _____
(Applicant's Direct Supervisor)

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FACULTY REPRESENTATIVE DESIGNATION LETTER

From: Academic Dean and Provost
To: [FACULTY NAME]

Subj: APPOINTMENT TO THE POSITION OF FACULTY REPRESENTATIVE OF THE
UNITED STATES NAVAL ACADEMY (USNA) [NAME OF TEAM]

Ref: (a) ACDEANINST 1531.52 FACULTY REPRESENTATIVES TO ATHLETIC TEAMS
(b) DIRATHINST 1710.19 INSTRUCTIONS TO ATHLETIC TEAM FACULTY
REPRESENTATIVES

1. Pursuant to reference (a), you are hereby appointed as Faculty Representative for the USNA [NAME OF TEAM] for Academic Year AY2016-2017. You shall familiarize yourself with references (a) and (b) and uphold the policies set therein. It is your responsibility to provide liaison between the athletic team (Coaches, Student-Athletes and Officer Representatives) and the academic faculty and administration with the goal of aiding team members achieve academic success.

2. If you have any questions or concerns about your responsibilities you should contact the Institutional Athletics Faculty Representative.

A. T. PHILLIPS