



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

PROVOSTINST 1531.52A
2/ADP
17 Jan 2023

PROVOST INSTRUCTION 1531.52A

From: Provost, U.S. Naval Academy

Subj: FACULTY REPRESENTATIVES TO ATHLETIC TEAMS

Ref: (a) COMDTMIDNINST 1310.1J
(b) DIRATHINST 1710.18I
(c) DIRATHINST 1710.19

Encl: (1) Faculty Representative Application Form

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 Provost and is normally someone that holds one of the following ranks: Assistant, Associate, or (full) Professor; PMI 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 positions.

d. Applications for the position of Faculty Representative 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 A.D./Admissions and Academics and the Provost.

e. Faculty Representatives who plan to relinquish their duties prior to the end of an academic year must notify the FAR 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 (midshipmen, Coaches, and Officer Representatives) and the academic faculty and administration. The FAR acts as the Provost'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 and review any MAPRs of team members. Detect any academic difficulties before interim grades are posted if possible.

d. 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.

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. 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 students 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 or company officers 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.

6. 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://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%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.

7. Review and Effective Date. Per OPNAVINST 5215.71A, the Associate Provost for Academic Affairs will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.


A. T. PHILLIPS

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>

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 _____

Division/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)