

10 August 2024

From: Director of Athletics
To: Faculty Representatives of Intercollegiate Sports Teams
Subj: **INFORMATION FOR FACULTY REPRESENTATIVES OF
VARSITY SPORTS**

1. GENERAL

Faculty Representatives assist the Director of Athletics (AD) in academic matters relating to the team members of the sport concerned and provide liaison between the team (Coach, midshipmen, and Officer Representatives) and the academic administration and faculty. In addition, the Institutional Faculty Athletics Representative (FAR), who is currently Christine Copper from the Chemistry Department, acts as the Athletic Director's and Academic Dean's administrative liaison to the Faculty Representatives and all faculty who support the coaches and mentor the midshipmen as it relates to academic matters. The AD and/or the FAR will be available to meet with you, at your convenience, should you wish to discuss programmatic issues or concerns regarding the varsity team you are representing. ACDEANINST 1531.52 governs the faculty rep program.

2. ACADEMIC RESPONSIBILITIES

The Sr. Associate Director of Athletics for Admissions & Academic Support, John O'Neill and the Assistant Director of Athletics for Academic Support Services, DeDe Duncan-White, coordinate the academic efforts for the NAAA. They are available to assist each Faculty Representative with academic issues that might arise (e.g., class scheduling, exam conflict, extra instruction, major selection). They can be reached at Ext. 3-8747 or by e-mail.

Monitoring the academic progress of each member of the team and counseling when necessary is a routine and essential duty of the Faculty Representative. A suggested monitoring and counseling program is appended as Encl (1). Faculty Representatives should counsel midshipmen on selection and change of majors, assist midshipmen to pre-register for appropriate courses, advise midshipmen about summer school, monitor extra-instruction for midshipmen who need it, and advise the Coaches and Officer Representatives on the academic status of team members.

Regarding the latter, the Faculty Representative and the Officer Representative should meet with the Head Coach, as soon as grades are available after each marking period, to discuss an academic strategy for any squad member who is experiencing academic difficulty. Academic progress will continue to be monitored by the NAAA Academic Support Office throughout the year. Faculty Representatives will be provided access to their team's academic records through MIDS when the semester starts. If you have a problem gaining access, please get in touch with John O'Neill either by e-mail jsoneill@usna.edu or phone Ext. 3-8914.

3. MISCELLANEOUS

Please note the Guidelines for Faculty Representatives on NCAA Rules in this document. These pertain to the allowable interaction you may have with prospective student-athletes. It is important that you know and understand the limitations of these rules. If you have any question, please contact Loretta Lamar, Sr. Associate Director of Athletics for Compliance, Ext 3-8936.

Faculty Representatives are urged to attend team practices as well as scheduled home contests. For away contests, Faculty Representatives are able to travel with the team if needed as a tutor or an academic advisor however this occurs in rare circumstances. Notification of your intent to attend away contests must be given to the Officer Representative, and cleared by the Senior Associate Director of Athletics / Operations and Summer Camp Programs (Joe Cook) well in advance so that accommodations and expenses may be accurately planned.

Faculty Representatives should be familiar with the Officer Representative's duties, responsibilities and instructions. When feasible, the Faculty Representative should provide input to the Officer Representative's evaluation reports submitted on midshipman team members.

Thank you for participating in this extremely valuable program. We sincerely believe that the personal relationships established between the faculty and student-athletes will enhance the individual midshipman's success and thus facilitate the fulfillment of the overall mission of the Naval Academy.

Chet Gladchuk
Director of Athletics

CG/mm

FACULTY REPRESENTATIVE RESPONSIBILITIES

1. **BACKGROUND:** The Faculty Representative Program began in 1985 as an innovative approach to assist Navy's student-athletes and coaches. The task-at-hand is large, but the rewards of working with midshipmen athletes compensate for the effort. This document outlines activities appropriate for the Faculty Representative and offers advice about procedures and policies.

2. **COLLABORATION:** In large part your success as a Faculty Representative depends on your credibility with the Coaches, Officer Representative, Team Captain and the midshipmen on the team. It is essential that you establish and maintain a good working relationship with them. Some keys to this include:

- Take the initiative to get to know the Coaches, Officer Representative and Team Captain.
- Attend practice as often as you can even if it is only for a few minutes. Be visible to the midshipmen. You will achieve better results if they feel comfortable with you and know you care.
- In concert with the Head Coach and Officer Representative, develop a monitoring system for all midshipmen being especially attentive to those that may be at-risk.
- Read the Officer Representative's instruction (COMDTMIDNINST 1310.1E) to understand the rules concerning travel, uniforms, etc. Share your impressions of the midshipmen (as midshipmen and future officers) with the Officer Representative for inclusion in the evaluation reports required by the Commandant.
- Remember that you are an academic mentor not a coach. The NCAA rules only permit a certain number of coaches in each NCAA sport. If your sport has reached the allowable number, then you are reminded that you cannot function in the role of a coach at any time. However, you may volunteer to help in appropriate ways (e.g., timekeeper, keeping score, recording statistics) if you wish.

3. **RELATIONSHIP WITH MIDSHIPMEN:** Team members need to recognize the Faculty Representative as a valued mentor at the Academy. To help this to occur, you at least need to:

- Have familiarity with the academic record of each team member. Also, monitoring classroom attendance is a must.
- Be actively monitoring squad members' grades (see Encl (1)). Early detection of academic difficulty needs to take place as soon as possible, even before six-week grades are posted.
- Encourage midshipmen to talk directly to their professors on a regular basis, particularly during the first two weeks of the semester. Some midshipmen do not bother to tell their professors if a class will be missed for an athletic contest. They need to be constantly reminded to do this.

- In the event a midshipman is scheduled for an Academic Board and you desire to make a statement on his/her behalf, please contact the NAAA Academic Support Office for the best procedure. Generally, Board members are impressed with midshipmen who confront their academic deficiency, offer no excuses, and articulate a clear plan for becoming “SAT”.

4. **LIAISON WITH ACADEMY FACULTY:** As Faculty Representatives, you represent the Coaches, Officer Representative and players on the academic side of the Academy – the School Deans, Department Chairs, Academic Advisors and general faculty. It is crucial that these people see you as a person facilitating the improved academic performance of the midshipmen in question, not as a person asking for special consideration. Remember also that the Institutional Faculty Athletic Representative (Prof Christine Copper at Ext. 3-6621) can assist you in many ways.

5. **LIAISON WITH THE NAAA:** Faculty Representatives are selected in order to enhance the academic performance of midshipmen student-athletes. Collaborate with either John O’Neill 3-8914 or DeDe Duncan-White in the NAAA at Ext. 3-8747. They handle the admission and academic counseling work for the NAAA. Work closely with them and keep them informed on your midshipman’s academic problems. They closely monitor the most at-risk student-athletes and work with the USNA Center for Academic Excellence to get help for any varsity athletes in need. The NAAA Academic Support Office in the NAAA is the only office that can arrange blockers or cruise assignments for varsity athletes. Please refer all questions regarding these two items to DeDe Duncan-White at Ext. 3-8747. Do not attempt to schedule academic blockers or cruises for your team’s athletes.

6. **PARENTS:** As Faculty Representative, you will probably meet the parents of the midshipmen on the team. Generally, they know little about the academic programs, but are eager to learn more. Get as involved as you can.

7. **RECRUITS:** Coaches are responsible for arranging visits for candidates they are recruiting. Some teams have information days that attract many recruits; other Coaches handle recruits on an individual basis. Faculty Representatives are the logical people to talk to those potential midshipmen about the Academy’s academic program. You should explore your involvement in the recruiting program with your team’s Coach. CAUTION - Be sure the Coach lets you know the NCAA limitations on this type of activity. Important that you read and understand Encl (2).

8. **BANCROFT HALL:** The team Officer Representative is your liaison with Bancroft Hall. Take any issues that arise relating to the military performance of a midshipmen to the Officer Representative.

IMPORTANT DATES FOR YOUR MONITORING EFFORTS

FALL 2024:

-monitor team member absences/excuses each week using the Reports module in MIDS

By 30 August: meet with your coaches, Officer Representative, Team Captain, and team

2 October: Download Squad Grade Report of 6 Week Grades; share with coaches and o-rep

4 October: Review MAPRs for any members of team; share with coaches and o-rep

By 9 October: Meet with any academically deficient team members. Reach out to professors as needed.

6 November: Download Squad Grade Report of 12 Week Grades; share with coaches and o-rep

8 November: Review MAPRs for any members of team; share with coaches and o-rep

By 13 November: Meet with any academically deficient team members. Reach out to professors as needed.

After 24 December: Download final grades of semester.

After 27 December: Review MAPRs and assist in preparation for AcBoards as appropriate.

SPRING 2025:

-monitor team member absences/excuses each week using the Reports module in MIDS

By 10 January: meet with your coaches, Officer Representative, Team Captain, and team

20 February: Download Squad Grade Report of 6 Week Grades; share with coaches and o-rep

21 February: Review MAPRs for any members of team; share with coaches and o-rep

By 26 February: Meet with any academically deficient team members. Reach out to professors as needed. Talk with plebes about their upcoming selection of major.

9 April: Download Squad Grade Report of 12 Week Grades; share with coaches and o-rep

11 April: Review MAPRs for any members of team; share with coaches and o-rep

By 16 April: Meet with any academically deficient team members. Reach out to professors as needed.

After 12 May: Download final grades of semester.

After 13 May: Review MAPRs and assist in preparation for AcBoards as appropriate.