Intercollegiate Athletic Advisory Committee Charter

Intercollegiate Athletic Advisory Committee (IAAC) Charter

PURPOSE:

To provide oversight for the Department of Intercollegiate Athletics at the University of West Florida within the framework of the National Collegiate Athletic Association (NCAA), the Gulf South Conference (GSC), the University of West Florida (UWF), the State of Florida, and regulations of Federal law concerning Title IX and Gender Equity. Ultimate responsibility and authority for the Department of Intercollegiate Athletics rests with the University President.

SPECIFIC RESPONSIBILITIES:

I. To review and endorse the UWF’s Athletic Department’s mission statement, goals and objectives, strategic plan.

II. To make recommendations to ensure compliance with the goals, bylaws, regulations and rules of the NCAA, GSC, State of Florida, Federal law and the University.

III. To provide oversight and recommendations for athletic department policies and procedures to ensure compliance with governing authorities.

IV. To review and recommend policies and procedures involving prospective student-athlete’s recruiting, admission, eligibility and financial aid.

V. To provide oversight for student-athlete’s continuing eligibility process and monitor any other compliance related areas.

VI. To review annual athletic department budget audit.

VII. To review and make recommendations to the annual athletic budget allocation to ensure compliance with Title IX and Gender Equity.

VIII. To monitor and make recommendations to the athletic budget process to ensure input is provided from the student-athletes, coaching staff and Senior Woman Administrator.
IX. To review and make recommendations for policies and programs that involve the welfare of student-athletes in medical aspects/athletic training, social, academic and life skill areas.

X. To provide input and review for athletic department’s developmental, marketing and promotional plans for future growth.

MEMBERSHIP REPRESENTATION

Faculty Athletic Representative who serves as Chair of IAAC, appointed by the University President in consultation with the Faculty Senate Executive Committee, voting

Three tenured UWF faculty members, appointed by the University President in consultation with the Faculty Senate Executive Committee - Faculty representatives should include one female and one minority faculty member, voting

Two UWF non-athletic department UWF Workforce members, recommended by the Vice-President of Student Affairs and appointed by the University President, voting

Two UWF students: One current student-athlete recommended by the Student-Athlete Advisory Committee, and appointed by the University President; and one Student Government Association representative, recommended by the SGA President and appointed by the University President, voting

Two UWF alumni representatives: One UWF student-athlete alumni, recommended by the athletic department, and appointed by the University President; and one non-student-athlete alumni, recommended by the Director of Alumni Relations, and appointed by the University President, voting

One community representative - No restrictions on member except must be active with the University in some capacity, recommended by the Vice President of Student Affairs and appointed by the University President, voting

**Ex Officio Members, non-voting:**

Director of Athletics  
Associate Athletic Director – Committee Liaison  
Senior Woman Athletic Administrator – Committee Liaison  
Assistant Athletic Director/NCAA Compliance Officer  
Athletic Academic Advisor  
Athletic Development Director  
Assistant Athletic Director, Development  
Assistant Athletic Director, Operations  
Head Athletic Trainer
Sports Information Director
Registrar (or Designee)
Director of Admissions (or Designee)
Director of Financial Aid (or Designee)
Business Manager

Subcommittee Structure:

The IAAC shall have five subcommittees that meet on a regular basis to review athletic policy, procedures and concerns in specific areas designated by the IAAC. The subcommittees will report to the IAAC at committee meetings.

I. Title IX/Gender Equity Committee - Review and make recommendations for all areas concerning Title IX and Gender Equity in the athletic department. One member of this committee must be a Faculty or UWF Workforce voting member of the IAAC.

II. Compliance Committee - Review and make recommendations for all areas of NCAA and GSC compliance in the athletic department. The FAR shall be a member of this committee.

III. Budget Committee - Review and make recommendations concerning the athletic budget and the budget process. Review the annual athletic budget audit and review athletic department foundation accounts. One member of this committee must be a Faculty or UWF Workforce voting member of the IAAC.

IV. Student-Athlete Advisory Committee - Review and make recommendations concerning student-athlete issues and welfare. NCAA Compliance Officer An Athletic Administrator shall serve as Advisor to this committee.

V. Head Athletic Coach Committee - Review and make recommendations of athletic department policies, procedures and concerns. Senior Woman Athletic Administrator will be permanent member of this committee.

MEMBERSHIP AND MEETING POLICIES

Meetings will be conducted under the most current edition of Robert's Rules of Order.

The Faculty Athletic Representative shall serve as Chairperson (noted earlier).

Ex officio members shall not serve as committee Chairperson

The Chairperson shall be responsible for calling meetings, setting agendas, relaying all necessary information relating to specific responsibilities and time lines, conducting meetings, and reporting outcomes.

The Chairperson shall vote only in the case of a tie.
Any member who misses more than two regularly scheduled consecutive meetings without cause shall be asked to resign.

The outgoing chairperson, or designee, shall be responsible for calling the first meeting of the next academic year, at which time there shall be election of a chairperson.

**MEETING SCHEDULING, AGENDAS, AND MINUTES**

The IAAC will meet *quarterly, once a year*. Special sessions may be called at any appropriate time.

Agendas should be distributed in advance of meetings, and written minutes of meetings should be prepared. The Committee must forward to the Faculty Senate Office an electronic copy of all documents, including all meeting schedules, agendas, minutes, and reports. The Faculty Senate Office Secretary will be responsible for posting these documents to Nautical.

**TERMS OF APPOINTMENT**

Three-year staggered terms for faculty and UWF Workforce members
Two-year terms for alumni and community members
Other voting members are nominated on a yearly basis
Ex Officio members are permanent appointments
The Faculty Athletic Representative is a permanent position and can only be changed by the University President.

Terms begin with the next academic year, unless otherwise noted.

**REVIEW**

The Charter shall be reviewed annually by the Committee, and recommendations for changes submitted to the Faculty Senate.

**LEGAL REFERENCES**

Florida Statutes
Florida Administrative Code

**RECOMMENDATIONS REPORTED TO**

Vice-President of Student Affairs (the President's designee)
Dates Prepared/Modified by the Governance Committee

April 12, 1994
May 10, 1994
May 16, 1996
November 20, 1996
October 7, 1999
December 2, 1999
November 1, 2003

Dates Approved by the Faculty Senate

May 13, 1994
July 8, 1994
December 13, 1996
February 14, 1997
December 10, 1999
November 14, 2003

Approved by the Administration

/s/ John C. Cavanaugh  September 8, 2006
University President  Date