

## Responsibilities of the Staff

The following information reviews the professional responsibilities of each Athletic Department employee. These requirements are established by the Director of Athletics in consultation with the University President and within the guidelines of University Human Resources. Francis Marion University is an Equal Opportunity, Affirmative Action Employer. Policies regarding non-discrimination and equal opportunity are published in *The Francis Marion Manual for Administration and Staff and the university catalog*. All athletic department coaches and staff are expected to comply with NCAA, University, state, and federal regulations and laws.

### **Hiring Procedures – Director of Athletics and Coaches**

All athletic personnel are hired according to the University's policies and procedures. Background checks are made with the NCAA Compliance and Enforcement Department to ensure that the prospective employee is in good standing with the NCAA. Prospective employees who have been sanctioned by the NCAA or an NCAA member conference for serious rules infractions will not be considered for employment at FMU.

#### **Director of Athletics**

The Director of Athletics, who reports directly to the President, is responsible for directing, administering, supervising, and controlling all aspects of the intercollegiate sports program at Francis Marion University, directly or through delegation, and maintaining academic and program standards which will favorably reflect all aspects of the mission statement of the institution.

In shaping an athletic program which promotes the welfare both of the institution and of the student-athletes, the Director of Athletics meets weekly in executive session with the President and the Vice Presidents of all areas of the institution, is a member of the institution's NCAA Compliance Committee, and participates actively in professional activities associated with the Peach Belt Conference, the National Collegiate Athletic Association, and the National Association of Collegiate Directors of Athletics.

#### **I. Organizational Duties**

- A. Makes, disseminates, monitors, and enforces policies that provide for an effective, efficient, and honest program of intercollegiate athletics.
- B. Presents prioritized requests to the President regarding personnel needs, facility needs, and policy changes. Presents to the President as needed request for additional institutional support to insure adequate support for all programs.
- C. Evaluates sports programs and recommends modification to the respective coach and/or President.
- D. Develops and implements ongoing plans to enhance athletics within the University and the greater community.
- E. Coordinates all events at athletic facilities, including all activities, and ensures proper use, protection, and maintenance are adhered to.