

Appendix M

PERSONNEL POLICIES AND PROCEDURES FOR COACHES

I. DEFINITIONS

Coach: Coaching Faculty Unit Employee member in Bargaining Unit 3.

Coach Peer: A coach at equal or higher level than the coach being evaluated.

Collective Bargaining Agreement: Collective Bargaining Agreement, Unit 3, between the Trustees of the California State University (CSU) and the California Faculty Association (CFA).

Day: A calendar day. In accordance with Article 2.11 in the Unit 3 CBA “The time in which an act provided by this Agreement (Unit 3 CBA) is to be done is computed by excluding the first day and including the last day, unless the last day is a holiday or other day in which the Employer is not regularly open for business, and then it is also excluded.”

Faculty Athletic Representative (FAR): A faculty member appointed by the President to be in a position to ensure student-athlete welfare and the academic integrity and institutional control of the athletics program.

Coaching Narrative: A statement written by the coach reflecting on any and all aspects of the evaluation criteria in relation to the period of review.

Coaching Performance Evaluation: Utilizing feedback contained in student-athlete evaluations as well as Coach Peer letters, and documentation contained in the Personnel Action File, the Athletic Director will summarize the performance of the coach on the Performance Evaluation form, noting areas of success as well as documentation of areas for improvement.

Personnel Action File: The one official personnel file (housed in the Office of the President) containing employment documents and information that may be relevant to personnel recommendations or personnel actions regarding a faculty employee (see Unit 3 CBA, Article 2.18).

Pursuant to Article 11.2 of the Unit 3 CBA, “A faculty unit employee shall have the right to submit material to his/her Personnel Action File. A faculty unit employee shall also have the right to submit a written rebuttal to any material in his/her Personnel Action File after notification of such placement pursuant to provision 11.4...”

Periodic Evaluation: The evaluation that occurs annually for all coaches.

Self Evaluation: Using the same Coaching Performance Evaluation, the coach undergoing review will complete a self evaluation for the review period.

Traditional Season: For team sports and for teams with individual participation in post-season, this is the day of the last scheduled regular season contest. For teams with individual participation in post-season, this is the day of the last post-season contest a remaining individual from the team participates in resulting in elimination.

Working Personnel Action File (WPAF): The file specifically generated for use in a given review cycle, which includes all required forms and documents. As outlined below, the WPAF includes: 1. Student-athlete evaluations completed at the end of the most recent traditional season, 2. Coaching Performance Evaluation completed by the Athletic Director, 3. Three (3) Letters of Evaluation from Peer Coaches, campus, and community or alumni (minimum of 2 from peer coaches), and 4. Self Evaluation (completed by coach).

II. GENERAL INFORMATION

The President is the custodian of the WPAF and the (PAF). Documents from the WPAF are automatically incorporated into the PAF at the end of the review cycle. Access to the PAF is by appointment with the President's Office, and is logged.

Pursuant to Article 11.4 in the Unit 3 CBA, the faculty unit employee shall be notified of the placement of any material in his/her PAF, and shall be provided with a copy of any material to be placed in the PAF at least five (5) days prior to such placement.

Pursuant to Article 11.5 in the CBA, upon request, a faculty member shall be provided the opportunity to meet with the appropriate administrator regarding material to be placed in the file to which the faculty member objects. The request to meet shall be made within five (5) days of the receipt of the notification. The meeting shall take place within ten (10) days of the request made by the faculty member.

Materials may be submitted to the PAF by the employee by: 1) direct placement in her/his PAF with entry and signature on the PAF log; or 2) sent via email to the file custodian in the President's Office, or 3) sent via USPS or campus mail with a signed and dated document requesting submittal of materials to her/his PAF. Receipt of this documentation will be confirmed via campus email to the employee.

III. EVALUATION AND REAPPOINTMENT PROCESS

A. Head Coaches

The WPAF is to be submitted to the Athletic Director no later than 14 days from the conclusion of the traditional season each year. If this date falls on a weekend or holiday the deadline will be the next workday.

The Head Coach is required to include the following in the WPAF:

1. Student-athlete evaluations completed at the end of the most recent traditional season.
2. Three (3) Letters of Evaluation - Coaching peer, campus, and community or alumni (minimum of 2 from peer coaches)
3. Self Evaluation form completed by coach.
4. Coaching Narrative (optional) reflecting on period of evaluation to be written by coach.

At the conclusion of the WPAF review, the Athletic Director will complete the Coaching Performance Evaluation. The Athletic Director will meet with each Head Coach to review his/her Coaching Performance Evaluation; to discuss performance highlights, performance deficiencies and areas of needed improvement; and to set future goals.

The Coaching Performance Evaluation will be entered into the WPAF, and a copy provided to the coach. The coach will be provided with 10 days to submit a response, after which time the complete WPAF will be forwarded to the President for review.

B. Assistant Coaches

The Head Coach will complete the Coaching Performance Evaluation for the Assistant Coach no later than 14 days from the conclusion of the traditional season each year. If this date falls on a weekend or holiday the deadline will be the next workday.

The WPAF is to be submitted to the Athletic Director no later than 30 days from the conclusion of the traditional season each year. If this date falls on a weekend or holiday the deadline will be the next workday.

The Assistant Coach is required to include the following in the WPAF:

1. Student-athlete evaluations completed at the end of the most recent traditional season (if applicable).
2. Coaching Performance Evaluation (copy) by the Head Coach.
3. Self Evaluation form completed by assistant coach.

Comments from the Athletic Director (optional) will be reduced to writing and entered into the WPAF, and a copy provided to the coach. The coach will be provided with 10 days to submit a response, after which time the complete WPAF will be forwarded to the President for review.

C. President

The President, after review of materials in the WPAF and the PAF, shall officially notify the coaching faculty member in writing of any subsequent appointment.

III. EVALUATION AND REAPPOINTMENT TIMELINE*

Head Coach	
Student-Athlete Evaluation of Coaching Effectiveness Survey (Class Climate)	14-0 days before conclusion of traditional season
Coach submits WPAF containing: <ol style="list-style-type: none"> 1. Student-athlete evaluations completed at the end of the most recent traditional season. 2. Three (3) Letters of Evaluation - Coaching peer, campus, and community or alumni (minimum of 2 from peer coaches) 3. Self Evaluation form completed by coach. 4. Coaching Narrative (optional) reflecting on period of evaluation to be written by coach. 	by 14 days after the conclusion of traditional season
Athletic Director Completes Coaching Performance Evaluation and Meeting with Coach	by 30 days after the conclusion of traditional season
Response Period - 10-day window to respond to Athletic Director Coaching Performance Evaluation	10 days from receipt
WPAF Forwarded to President for Review	No later than 45 days after the conclusion of traditional season
Assistant Coach	
Student-Athlete Evaluation of Coaching Effectiveness Survey (Class Climate)	14-0 days before conclusion of traditional season
Assistant Coach submits WPAF containing: <ol style="list-style-type: none"> 1. Student-athlete evaluations completed at the end of the most recent traditional season. 	by 14 days after the conclusion of traditional season

<ul style="list-style-type: none"> 2. Coaching Performance Evaluation (copy) by the Head Coach. 3. Self Evaluation form completed by assistant coach. 	
WPAF Submitted to Athletic Director for comments.	No later than 30 days after the conclusion of traditional season
Response Period - 10-day window to respond to Head Coach/Athletic Director evaluation.	10 days from receipt
WPAF Forwarded to President for Review	No later than 45 days after the conclusion of traditional season

*If the deadline falls on a weekend or holiday, it will be extended to the following workday.

IV. CRITERIA FOR AWARDING MULTIPLE YEAR CONTRACTS

A. Continuing Coaches

The minimum contract is one (1) year. Multiple-year contracts up to three (3) years may be authorized for exceptional performance by a continuing coach. The multiple-year contract is at the recommendation of the Athletic Director.

Factors that will be considered in recommending multiple-year contracts (not in any particular order):

1. Success and ability to recruit students to the Athletic program
2. Success, GPA, retention and graduation rate of program student-athletes
3. Quality of the athletic experience-
4. coaching style, learning, instruction, student assessment and competitiveness of the program
5. Fundraising efforts (e.g., Auction, Women's Walk, Phone-a-thon)
6. Community service and ability to present positive public relations to the community (camps, clubs, booster clubs, service groups)
7. Service to Athletic Department and to the campus, including positive and productive employee performance
8. Ability to raise private student scholarship funds
9. Compliance with NCAA, CCAA, GNAC and University requirements

10. All items listed in Working Personnel Action File (WPAF).

B. New Coaches

As a general practice, coaches initially will be offered a one-year contract from their initial appointment date.

The Athletic Director may recommend a multiple-year contract if the new coach's background warrants it, depending on budget and programmatic need. Some of the factors to be considered:

1. The individual's experiences and/or qualifications
2. Our ability to attract the candidate
3. Competition in sport mandates (recruiting).

C. Assistant Coaches

An assistant coach will request a multi-year contract from the head coach. The head coach will look at the criteria for awarding a multi-year contract to determine if the program would benefit from a multi-year commitment to an assistant coach. If the head coach supports the request, the head coach will forward his/her recommendation for appointment to the Athletic Director, and the President.

A multi-year contract cannot be awarded without the recommendation and support of the head coach, and cannot exceed the duration of the head coach's contract. Multi-year contracts will only be available to assistants who work for head coaches under multi-year contracts. If a head coach leaves prior to the end of his/her contract, the institution is not obligated to continue the assistant's multi-year contract beyond the end of the current academic year for which the assistant is employed.