

CALIFORNIA STATE UNIVERSITY, EAST BAY

Designation Code: **2009-10 cFAC 9**

Date Submitted: May 18, 2010

TO: The Academic Senate

FROM: Faculty Affairs Committee (FAC)

SUBJECT: Policy on the Appointment, Placement, and Evaluation of Coaches

PURPOSE: Approval by the Academic Senate

**ACTION**

REQUESTED: That the Academic Senate approve the attached new “Policy on the Appointment, Placement, and Evaluation of Coaches”; effective Summer 2010, upon the signature of the President

**BACKGROUND**

INFORMATION: At the beginning of academic year 2008-09, Intercollegiate Athletics (IC) at CSUEB, in keeping with common practice throughout the CSU, was moved from the Division of Academic Affairs to the Division of Administration and Finance. CSUEB coaching faculty are now employed strictly in coaching CSUEB’s IC teams, and require an evaluation policy that conforms both to these specific responsibilities and Article 15 of the Collective Bargaining Agreement regarding evaluation of full-time and part-time coaching faculty.

The former Academic Senate Chair first set out this charge in a memorandum to the Faculty Affairs Committee dated January 12, 2009. As the Chair explained: “While coaches are Unit 3 employees and are therefore considered faculty according to the Collective Bargaining Agreement (CBA), they no longer report to the Division of Academic Affairs.” The Chair requested that FAC carry out a two-stage process to establish a new policy: drafting a temporary evaluation process for AY 2008-09; and a permanent evaluation process for AY 2009-10 and beyond, to be incorporated into the Policy on Periodic Review of Temporary Faculty. In response to this charge, FAC last year approved interim procedures for 2008-09, and the Academic Senate approved 08-09 FAC 9, “Temporary Processes for Evaluation of Coaches and Assistant Coaches,” for AY 2009-10, in expectation of the drafting of a new policy this year.

The Director of Athletics and Coaching Faculty submitted the proposed policy, “Policy on the Appointment, Placement, and Evaluation of Coaches,” for review by FAC in 09-10. FAC discussed the proposal on April 7 and April 21, with the Director of Athletics, the Associate Athletics Director, and several Coaches present. In addition, the FAC Chair consulted individually with the Director of Athletics (and through the Director, with the VP of Administration and Finance), the CBA Chapter President, the Provost’s Office, and the Faculty Athletic Representative (FAR), who is also a member of FAC.

The new policy, drafted by a committee comprised of three Head Coaches and unanimously approved by the eleven Head Coaches, is a full document, with clear distinctions of types of coaching and conditions for reclassification and reappointment. Given the distinctive function and new organizational location of the coaching faculty on campus, FAC determined that the policy should be free-standing, separate from the Policy on Periodic Review of Temporary Faculty. The committee also recommended the use of standard academic terminology regarding the peer review “committee” (rather than “group”), some clarifications in the composition of the peer review committees, and the inclusion of review of each coach’s WPAF as a part of the evaluation process. In addition, FAC confirmed that the new policy conforms to CBA Articles 15.23 and 15.24 requiring [e]valuation of “full time temporary Coaching Faculty Unit Employees shall include an opportunity for peer input and evaluation by appropriate administrators” – in this case, the Director of Athletics.

Subsequent to this meeting on April 21, the CFA brought to the FAC Chair’s attention that another section of Article 15 of the CBA regarding evaluation of faculty – CBA 15.2 – stipulates that “[o]nly tenured faculty unit employees and academic administrators may engage in deliberations and make recommendations to the President regarding the evaluation of a faculty unit employee.” The Chair then consulted with the Associate Provost, the Dean of CEAS, the Chair of Kinesiology, the FAR, the Senate Chair, and the Provost, and further reviewed the coaches’ evaluation policies at other CSU’s to determine whether or not it would be feasible to create a committee with tenured faculty participation to serve as the recommending body for evaluation of coaches. No relevant constituency within Academic Affairs could be found which would have the requisite understanding of Athletics to make such recommendations.

The changes, appearing in red in the proposal, will bring the coaches evaluation policy into conformity with the CBA. It provides that Head Coaches, the FAR, and the Director of Athletics will make evaluations rather than recommendations to the President, who, as the University’s presiding academic administrator, will determine appointment, retention, and promotion. These proposed changes includes a new section IV.E., “President’s Review and Action,” derived from a comparable policy on Evaluation of Coaches at CSU Los Angeles.

FAC is open to further revisions to the policy should another means of conforming to the CBA be found.

At its meeting on April 21, FAC voted unanimously (7-0) to recommend that the Academic Senate approve the new “Policy on the Appointment, Placement, and Evaluation of Coaches.” FAC voted by email, 5 Yes, and 1 abstention, on May 17 and 18 in favor of the proposed changes.

**CALIFORNIA STATE UNIVERSITY, EAST BAY**  
**POLICY ON THE APPOINTMENT, PLACEMENT, AND EVALUATION OF COACHES**  
To be effective the Summer quarter of 2010

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**I. Introduction**

The policy and procedures regarding appointments, placement, and reappointment on the Coaching-Track at California State University, East Bay shall be based on these department procedures and be in accord with the current Collective Bargaining Agreement between the Board of Trustees of the CSU and the California Faculty Association and applicable policies of the University. "Head coach" is both a classification in the coaching track and the working title of the lead of each sport. For the purposes of this document they will be distinguished as "classification head coach" and "working-title head coach."

**II. Appointment**

- A. Annual Appointment Dates. Appointments for coaches hired on the Coaching-Track shall be based on their sport season with the conclusion of the contract matching as closely as possible to the end of the sport season.
- B. Placement. Faculty and Staff Affairs Transmittal Sheet No. 35 (September 3, 1971) provides class definitions for the Coaching-Track. The following are class definitions for the positions of Head Coach, Coach, Coaching Specialist and Coaching Assistant. Appointment to one of these classes may be for the academic year, 10 months or 12 months.
  - Classification Head Coach. Under general direction, performs the full range of coaching functions related to a fully developed intercollegiate athletic program. Positions in this classification typically involve supervisory responsibilities over a number of subordinate personnel performing various coaching functions. A Master's degree in Kinesiology or related field and extensive experience coaching within a highly competitive program are required to be appointed at this level.
  - Coach. Under general direction, performs a variety of coaching functions related to one of the sports in an intercollegiate athletic program. Positions in this

classification may involve responsibility for serving as a working-title head coach in an intercollegiate athletic activity. Positions in this classification also may involve responsibility for serving as an assistant to a working-title head coach. A Master's degree in Kinesiology or related field and extensive experience coaching within a highly competitive program are required to be appointed at this level.

- Coaching Specialist. Under direction, performs specialized coaching functions in a major program activity of an intercollegiate athletic program. Positions in this classification also may involve the performance of functions comparable to those of a head coach in an intercollegiate athletic activity. A Master's degree in Kinesiology or related field and extensive experience coaching within a highly competitive program are required to be appointed at this level.
- Coaching Assistant. Under direction, performs a variety of coaching functions related to one or more sports in the intercollegiate athletic program. A Bachelor's degree in Kinesiology or related field is the minimum requirement for appointment at this level. Within five years of appointment, the individual must obtain a Master's degree in Kinesiology or related field to be considered for re-appointment at any level.
- Part-time Assistants to Coaches. Part-time assistants are periodically added to the intercollegiate sport programs in the coaching assistant classification. The above qualifications do not apply to the part-time assistants. The assistants are hired on the recommendation of the coach in the intercollegiate program with approval of the Director of Athletics.

### **III. Criteria for Evaluation**

Individuals will be evaluated on the following criteria: The first category, COACHING, will have the highest priority.

#### **A. COACHING**

1. Instructional Achievement
2. Program Administration
3. Recruiting

#### **B. COMMUNITY ENGAGEMENT**

#### **C. PROFESSIONAL ACHIEVEMENT**

#### **A. COACHING**

1. Instructional Achievement. Areas of instructional achievement include but are not limited to the following:

- Competitiveness of team
- Commitment to academic success of student-athletes
- Respectful professional relationships with student-athletes
- Commitment to physical, emotional and social welfare of student-athletes including issues of gender, ethnic diversity and sexual orientation.
- Establishment of a safe environment for student-athletes (e.g., education on and methods for discussing and resolving harassment or discrimination).
- Other documentation of coaching effectiveness (Student Athlete evaluations, peer evaluations)
- Any activities that lead to a competitive program

2. Program Administration. Areas of program administration include but are not limited to the following:
  - Budget Management (recruiting, team travel, equipment)
  - Compliance
    - Demonstrated commitment to knowledge of and observance of all NCAA, CCAA and CSUEB rules and regulations.
    - Timely and thorough completion of compliance documentation (recruiting logs, playing/practice season logs, official visit requests, letters of intent, financial aid authorization requests, Eligibility Center IRL lists)
  - Supervision/management of assistant coaches
  - Respectful professional relationships with individuals who impact the success of the program (other coaches, athletic trainers, officials, faculty, staff, conference representatives)
  - Scheduling
3. Recruiting. Demonstration of effective recruiting

B. COMMUNITY ENGAGEMENT Demonstration of program involvement in activities both on and off campus that emphasize the gathering of individuals to share in an experience beyond providing assistance to an individual or group of individuals in need.

C. PROFESSIONAL ACHIEVEMENT Professional achievement is demonstrated by material documenting contributions and recognition within the individual's sport. Evidence should be introduced by a narrative addressing the accomplishments in and goals for professional achievement. Evidence could include but is not limited to:

- Membership in professional organizations
- Service in professional organizations
- Receipt of awards or recognitions
- Participation in clinics and workshops
- Publications, speeches, and presentations

#### **IV. Process for Evaluation**

A. Time of evaluation. Each member of the faculty hired on the Coaching-Track shall be evaluated on an annual basis. The evaluation will be timed to take place following the season of competition.

B. Evaluation of Head Coach of Sport. Coaching activities of coaching-track faculty with the working-title of head coach of a sport will be evaluated as follows:

1. At the beginning of the annual evaluation cycle, the coaching-track faculty will elect a peer review committee from among the active full-time coaches for each coaching-track faculty member. All active full-time coaches will be eligible to serve on the committees, with the exception of the coach being evaluated.

2. The Provost's Office will prepare a # 1 folder for a Working Personnel Action File (WPAF) for each coach which will be provided to the Department of Intercollegiate Athletics.

3. Each coach will complete the WPAF with documentation which they wish to have

considered for their review. Documentation should include, but is not limited to season review, recruiting summary, student-athlete evaluation summary, community involvement, professional development and topics addressing the criteria for evaluation.

4. The peer review committee will elect a chair who will write the committee's **evaluation**. The committee will conduct the evaluation of the coach according to the criteria indicated in section III (Criteria for Evaluation). The evaluation will be addressed to the Director of Athletics.
5. The peer review committee will forward each coach's WPAF and peer review evaluation to the Faculty Athletics Representative. The FAR will provide a separate evaluation of each coach which will be limited to those issues involving the role of FAR, including compliance and academic performance of student-athletes. The FAR's evaluation will be addressed to the Director of Athletics.
6. The FAR will forward his or her evaluation of each coach, along with the WPAF and peer review evaluation, to the Director of Athletics. The Director of Athletics will provide an **evaluation** of each coach **based on the peer review committee's evaluation, the FAR's evaluation, and the WPAF**.
7. The Director of Athletics will forward all materials to the President for review and action.

C. Evaluation of Assistant Coach of Sport. Coaching activities of Coaching-Track faculty working as assistant coaches of a sport will be evaluated as follows:

1. The working-title head coach will provide an **evaluation** of the appropriate assistant coaches to the Director of Athletics.
2. The Director of Athletics will provide an **evaluation** of the assistant coaches and will forward both **evaluations** to the President for review and action.

D. Notification and Rebuttal. At each level of review coaches shall be given a copy of the evaluation and have 10 days to submit a rebuttal and/or request a meeting prior to any materials being placed in their Personnel Action File. The evaluation process may be continued during that 10 day period to provide a timely evaluation for coaches at the end of their sport season.

E. **President's Review and Action**  
**The President will be responsible for the appointment, promotion, retention, or non-retention of individuals to or from any established classes for athletic coaches.**

## V. **Reappointment**

A. Reappointment

Inasmuch as each appointment on the coaching track is normally for one academic year, 10 months or 12 months, each appointment for a subsequent year is a new appointment. Reappointment to each subsequent year will be determined on the basis of continuance of the sport in the athletic program or changing program needs as well as established evidence that the faculty member has fulfilled the expectations which led to her/his appointment. In successive years, there should be evidence of continuing

accomplishments as well as indications of continuing professional growth and program excellence.

B. Reappointment with Reclassification

*Reappointment with Reclassification shall be limited to coaching-track faculty members who have served a minimum of four years in their current range. For Coaching Assistants, completion of the Master's degree will allow them to request consideration for reclassification before four years.*

The Athletic Director shall evaluate the coaching-track faculty member for reclassification after the faculty member has submitted an application letter to the Athletic Director requesting a comprehensive review and request for reclassification. The **evaluation** for reappointment is independent of an **evaluation** for reappointment with reclassification.

Only those activities performed while in current classification shall be considered in the reclassification determination. For reclassification it is understood that achievement will exceed the basic criteria required for reappointment. The criteria used for reappointment is related to demonstrated excellence in the following categories: competitiveness and success within the conference, or other appropriate competition, recruiting, student-athlete academic progress, NCAA compliance, professional development, community engagement, student-athletes evaluations, peer evaluations and the overall success of the program. The Athletic Director can also review the additional responsibilities and internal contributions as an active and integral member of the athletic department.

Furthermore, achievement in the candidate's current classification should demonstrate the expectation of the classification they are being considered for. The candidate must demonstrate the potential to fit the new classification. The intensity of the evaluation process will vary in accordance with the classification; thus, reclassification to Head Coach requires more rigorous application of standards than reclassification to Coach.

In addition to the criteria listed in section III of this document, Coaching-Track faculty members must meet the following professional preparation standards.

1. Eligibility for reclassification to Head Coach. Master's degree and exceptional service in the Coach classification at California State University, East Bay.
2. Eligibility for reclassification to a Coach. Master's degree and exceptional service in the Coaching Specialist classification at California State University, East Bay.
3. Eligibility for reclassification to Coaching Specialist.  
Master's degree and exceptional service within the Coaching Assistant classification at California State University, East Bay.

An **evaluation** for reclassification will be prepared by the Director of Athletics. This **evaluation** will be forwarded to the President for a final decision.