

CALIFORNIA STATE UNIVERSITY, EAST BAY
POLICY ON THE APPOINTMENT, PLACEMENT, AND EVALUATION OF COACHES
To be effective the Summer quarter of 2010
(09-10 FAC 9: Senate Approved June 1, 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.