

EVALUATION OF COACHING FACULTY

FAM 652.5

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Purpose and Scope

The purpose of this section is to specify the procedure and criteria to be used in the evaluation of coaching faculty. Given their special employment status, coaching faculty are subjected only to periodic evaluation, not performance review.

These departmental procedures augment campus evaluation procedures and conform to Article 15 of the Collective Bargaining Agreement (CBA) between California State University (CSU) and the California Faculty Unit Employees. They also conform to the 2014 – 2017 Coaches Handbook published by the California Faculty Association.

Procedures for Periodic Evaluation

1. Preparation of a Coach's Activities Report
 - a. All coaches must prepare a Coach Activities Report (CAR), with supporting documentation, and a self-evaluation, within thirty (30) days of the conclusion of the championship season in their sport.
 - b. Head coaches will provide an assessment of the performance of assistant coaches in their sport for inclusion in the Working Personnel Action File (WPAF)
 - c. The CAR and the performance assessment of assistant coaches by head coaches will

be submitted to the Athletic Director and will be incorporated into the Working Personnel Action file.

- d. The WPAF will include the CAR, coach's evaluation form (for assistant coaches), peer visitation reports, student opinions of coaching effectiveness and other relevant materials.

2. Evaluation of a Coach's Performance

- a. The evaluation of each coach's performance will be performed by the Coach Evaluation Committee, the Athletic Director and the Vice President responsible for Athletics.
- b. These evaluations will be based on the materials in the coach's WPAF.
- c. The coach will receive a written report at each step of the process.

3. The Coach Evaluation Committee

- a. The Coach Evaluation Committee (CEC) shall be composed of the Faculty Athletics Representative, a tenured faculty member from the Intercollegiate Athletics Advisory Committee (IAAC), selected by the committee, and one additional tenured faculty member, nominated by the coaches and approved by the Vice President in charge of Athletics.
- b. The Coach's Evaluation Committee will review the WPAF and forward its report within thirty (30) days to the Director of Athletics, with a copy to the coach.
- c. The criteria for the assessment of the coach's performance are listed in Section II.
- d. The coach will have ten days to submit a response/rebuttal to this report. Any response/rebuttal will be added to the WPAF.

4. Athletic Director

- a. The Athletic Director will review the WPAF and consider the advice of the CEC in formulating his/her evaluation.
- b. The Director of Athletics will complete the Coach Evaluation Form, with any recommended corrective action, within thirty (30) days.
- c. This report will be added to the WPAF with a copy forwarded to the coach.
- d. The coach will have ten (10) days to submit a response/rebuttal to this report. Any response/rebuttal will be added to the WPAF.

- e. When a coach has reached the service step maximum of a salary range, the Director of Athletics shall submit a recommendation to the Vice President for Athletics regarding movement to a higher salary range.
5. Vice President in Charge of Athletics
 - a. The Vice President in charge of Athletics will review the WPAF, considering the advice of CEC and the Director of Athletics, and reach a decision about evaluation.
 - b. The decision of the Vice President in charge of Athletics shall be communicated to the coach, in writing, within thirty (30) days, stating the reasons for the decision and any expected actions on part of the coach.
 - c. The coach will have ten (10) days to submit a response/rebuttal to this report. Any response/rebuttal should be submitted to Academic Personnel and will be added to the Personnel Action File (PAF).

Criteria for Periodic Evaluation

1. Overall team performance

Coaches are expected to develop and maintain competitive athletic teams. Team performance shall be evaluated in relation to the resources that are available to the program, e.g., scholarship dollars, operating budgets, coach's time base; and the level of ability of those against whom the University competes, e.g. strength of conference.

2. Recruiting

Coaches are expected to recruit student-athletes who will be strong representatives of the program and who have been recruited from the widest geographical area within the region. Recruitment shall be evaluated in relation to the amount of resources that are available to the program, e.g. scholarship dollars, operating budgets, coach's time base. Coaches are also expected to show good judgment in the distribution of athletically-related aid, while exploring all options for other financial aid.

3. Compliance with NCAA and conference rules

Coaches are expected to perform within the rules and regulations of the NCAA and the Conference Office. Consistent secondary violations and/or major violations of NCAA and Conference rules may result in disciplinary action in accordance with the applicable collective bargaining agreement.

4. Fundraising and community service

Coaches are expected to develop a circle of support within the campus and community leading eventually to the creation of a booster club. Coaches are expected to help market the program, increase attendance at games and matches, and develop and/or participate in fundraising activities for the purpose of increasing scholarships and obtaining funds for additional operating expenses. Fundraising and community service shall be evaluated in relation to the amount of resources that are available to the program and the coach's time base.

Coaches are also required to engage in and encourage their athletes to be involved in community service activities.

5. Student-athlete well-being

Coaches are required to facilitate a safe and welcoming environment for student-athletes. Student-athletes must be able to be involved in reasonable and responsible campus social activities available to all students and that fit within the team rules for conduct.

6. Team academic performance student-athlete academic performance and retention

Coaches are required to help maintain the academic eligibility of student-athletes by providing them with guidance towards satisfactory academic progress and ultimately completion of degree programs.

To the extent possible, coaches are also expected to help retain student-athletes with remaining eligibility.

7. Administrative assignments

Coaches are expected to comply with administrator requests designed to advance the mission of their program or the athletic department. Coaches are expected to understand and complete all required NCAA, Conference, and University paperwork in a timely manner and are expected to understand and operate within budgetary allocations. Administrative assignments shall be evaluated in relation to the amount of resources that are available to the program and the coach's time base.

8. Ethical conduct

Coaches are expected to conduct themselves and their programs with honesty, sportsmanship, honor and dignity as outlined in NCAA Bylaw 10 on ethical conduct.

Approvals

Approved by the Faculty Senate on February 18, 2020

Approved by the President on March 24, 2020

History

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