

FACULTY HANDBOOK

PERSONNEL POLICIES AND PROCEDURES FOR COACHES

I. 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.

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 – Specific Provisions

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.

II. EVALUATION AND REAPPOINTMENT PROCESS

A. Head Coaches

The WPAF is to be submitted to the Athletic Director no later than February 28 each year. If this date falls on a weekend or holiday the deadline will be the next workday.

Required to include the following in the WPAF*:

1. Student-athlete evaluations completed at the end of the most recent traditional season (previous AY spring for winter and spring coaches, current AY fall for fall coaches).
2. Coaching Performance Evaluation (copy) by the Athletic Director.
3. Three (3) Letters of Evaluation - Coaching peer, campus, and community or alumni (minimum of 2 from peer coaches)

*If the original has already been submitted to the Personnel Action File (PAF), a copy will be submitted in the WPAF.

B. Assistant Coaches

Same WPAF requirement as above except Coaching Performance Evaluation is completed by the Head Coach and given to the Assistant Coach no later than February 15, or the next workday, if this date falls on a weekend or holiday. The signed and dated original is immediately sent to the President's Office for submittal to the PAF; then a date-stamped copy is sent to the coach for inclusion in the WPAF.

C. Athletic Director

Athletic Director will receive from each Head Coach his/her Self Evaluation no later than two weeks after the completion of the season for fall sport coaches, and no later than January 31 for spring sport coaches. If this date falls on a weekend or holiday the deadline will be the next workday.

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.

Fall sport coaches (volleyball, football, cross country, men's soccer, and women's soccer) will receive the Coaching Performance Evaluation prior to the end of the fall semester.

Spring sport coaches (men's basketball, women's basketball, rowing, track, and softball) will receive the Coaching Performance Evaluation no later than February 15, or the next workday, if this date falls on a weekend or holiday. The signed and dated original is immediately sent to the President's Office for submittal to the PAF; then a date-stamped copy is sent to the coach for inclusion in the WPAF.

D. Opportunity for Response or Rebuttal

The WPAF will be sent to the President's Office no later than March 1, or the next workday, if this date falls on a weekend or holiday. The President is the custodian of the WPAF and the (PAF). Documents from the WPAF are incorporated into the PAF; originals are retained and copies are shredded. Access to the PAF is by appointment with the President's Office, and is logged.

The faculty unit employee shall be notified of the placement of any material in his/her PAF, except items submitted and documented by the employee; 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.

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 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. (Materials submitted by the employee will not be copied for the employee by the President's Office.)

E. President

The President, after review of materials in the WPAF and the PAF, shall officially notify the coaching faculty member in writing of the subsequent appointment no later than April 1, or the next workday, if April 1 falls on a weekend or holiday.

III. EVALUATION AND REAPPOINTMENT TIMELINE*

Coaching faculty begin building the WPAF	September
Coaching Performance Evaluations by the Athletic Director/Head Coach	Dec-Feb 15
Coaching faculty submit the WPAF to the Athletic Director by	February 28
WPAF sent to the President's Office	March 1
Coaching faculty receive written notification of appointment by	April 1

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

IV. COACHING PERFORMANCE EVALUATION FORM FOLLOWS:

HUMBOLDT STATE UNIVERSITY
COACHING PERFORMANCE EVALUATION

Employee Name _____
 Today's Date _____ Evaluation period from _____ to _____
 Type of Evaluation: Annual Additional
 Working Title _____
 Evaluator's Name _____ Title _____

Rating Key:

S = SUPERIOR

Incumbent consistently performs at a level that exceeds expectations for the position, as well as the goals and objectives of specific assignments.

M = MEETS EXPECTATIONS

Incumbent consistently meets all expectations for the position as well as the goals and objectives of specific assignments.

U = DOES NOT MEET EXPECTATIONS

Incumbent's performance has not met the expectations for the position or the goals and objectives of specific assignments. A written statement of specific actions required to improve performance is required.

N/A= NOT APPLICABLE

Items, which the evaluator believes, do not pertain to the incumbent being evaluated.

SECTION I - PERFORMANCE CRITERIA - For each performance criterion listed, evaluate the incumbent's performance or behavior. Please note that the criteria listed are not necessarily of equal importance. If some portion of the criteria does not apply, note "NA."

1. Communication: Listens actively to others; Explains ideas clearly; Participates effectively in group discussions; Accepts and offers criticism constructively; Answers inquiries in timely and professional manner; Produces clear and concise written communications in a timely manner. Promotes staff and student-athlete involvement within the overall athletic program.
 Rating_____ Comments:

2. Decision Making: Makes timely decisions; Defines problems clearly; Follows logical patterns to arrive at decisions; Bases decisions on evidence rather than speculation; Looks for creative alternative in solving problems.
 Rating_____ Comments:

3. Leadership & Supervision: Strives for excellence in job performance; creates an atmosphere of trust and integrity; Respects the rights and opinions of others;

Demonstrates professional growth in current job assignments; Gives clear directions, explains decisions, solicits co-worker input to maximize results.

Rating: ____ Comments:

4. Managing Financial and Fiscal Controls: At a level appropriate to the position, demonstrates responsibility and efficient use of financial resources; Uses available resources such as personnel, time, materials, equipment, and facilities in an effective manner. Effectively meets expenditure authorizations, follows established financial policies and procedures.
Rating: ____ Comments:
5. Planning & Organizing: Provides long-range goals compatible with Humboldt's and the athletic program mission; Displays flexibility in formulating action plans; Develops effective procedures to achieve goals; Encourages participation of others in planning; Adjusts plans in anticipation of future needs.
Rating: ____ Comments:
6. Effectiveness in Working with Co-Workers: Encourages others to strive for excellence on the job; Establishes realistic performance standards; Consistently fair in applying standards to others; Works well with others to achieve common goals; Gives recognition to the accomplishments of others. Establishes and maintains effective professional working relationships with staff and other coaches.
Rating: ____ Comments:
7. Quality, Quantity, and Competitiveness: Meets technical or professional standards of work in an efficient manner; Uses methods which enhance quality; Work is accurate and thorough; Completes work on schedule. The work performance of this person results in quality and quantity of professional work appropriate to the position. Also relates to competitive performance of individual program.
Rating: ____ Comments:
8. Safety Practices: Maintains a healthy, safe work environment; Adheres to all safety regulations and guidelines. Specifically in areas such as the weight room and training room.
Rating: ____ Comments:
9. Personal (Self): Is committed to goals of department; demonstrates effort to ensure goals are achieved; seeks personal and professional growth and development; is willing to assume responsibility for decisions and actions; is flexible and cooperative in working with superiors and co-workers, adjusts to changes and manages stress. Demonstrates professionalism within the program and with colleagues.
Rating: ____ Comments:
10. Workplace Security: Incumbent understands and observes workplace security policies. Works with support staff to assist in facility safety oversight. Specifically in areas such as the weight room, training room, and athletic facilities. Adheres to University

policies (i.e. Jeanne Cleary Act).

Rating:_____ Comments:

11. Team Discipline: Follows University and program guidelines and regulations. Establishes effective team rules and maintains consistent adherence to those rules; promotes an environment of accountability and responsibility.
Rating:_____ Comments:
12. NCAA/Conference Rules Compliance: Adheres to the NCAA governing policies and procedures. Attends compliance education meetings; demonstrates commitment to both the intent and spirit of applicable NCAA rules and regulations; demonstrates integrity and professionalism in applying guidelines to individual program.
Rating:_____ Comments:
13. Summary of Student-Athlete Evaluations: Effectiveness in working with, motivating, educating, and leading student athletes.
Rating:_____ Comments:
14. Academic and personal development of student-athlete: Effectiveness of monitoring progress reports, progress toward degree, encouragement of participation in campus/athletic department leadership and activities, implements programs that involve community service, and encourages the pursuit of internships, jobs and volunteer work in academic area(s) of interest.
Ratings:_____ Comments:
15. Recruitment: Recruits prospective student-athletes that have the ability to achieve success both academically and athletically.
Rating:_____ Comments:
16. Retention and Graduation Rates: Program meets or exceeds retention and graduation rates of institution.
Rating:_____ Comments:
17. Public Relations: Regularly engages in public relations functions (i.e. public speaking engagements, camps, clinics, presentations at conventions, local outreach programs, etc...).
Rating:_____ Comments:
18. Fundraising: Meets fundraising expectations and/or outcomes outlined by the appropriate administrator.
Rating:_____ Comments:

SECTION II - SUMMARY - Based upon the review of the performance criteria, summarize the incumbent's performance. (Use additional pages, if necessary.)

I certify that this evaluation has been discussed with me. My signature does not necessarily indicate that I agree with this evaluation.

Employee's Signature Date

Evaluator's Signature Date

Athletic Director's Signature Date

President's Signature Date

Updated September 5, 2017