

POLICY ON COACHES

This policy is intended to provide a guide to the appointment, classification and evaluation of coaches as temporary faculty employees.

I. DEFINITIONS

1. "Temporary faculty employee" is any individual who is serving in a temporary faculty appointment for a specified period of time, whether full-time or part-time.
2. The terms "coaching faculty member" or "coach" as used in this policy refers to a faculty unit employee in the following classifications: 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384.
3. Except for the composition of a search committee in Section III 5 below, this policy does not apply to head coaches in classification 2373, 2374, or 2375, who supervise two (2) or more full-time coaches in any of the classifications referenced in Item #2 above.¹
4. Temporary employment as a coach does not confer any rights to permanent employment to any person. The length of service of a temporary faculty member whether full-time or part-time, does not alter the temporary nature of the employment or confer additional rights upon a temporary faculty member. The length of service of a temporary faculty member, whether full-time or part-time, does not confer any claim to seniority on the part of the temporary faculty member.
5. "Appropriate administrator" as used in this policy refers to the Director of Athletics or designee.
6. All coaches appointed as temporary faculty employees shall hold their appointment as members of the Athletic Department. Assignments to other departments for instructional or other purposes shall not entitle the coaching employee to consideration for employment in the second department.
7. Probationary or tenured faculty members who accept an assignment as a coach shall maintain all their rights as a full-time faculty member in their academic department.

II. RESPONSIBILITIES

1. All coaches are responsible for adherence to and implementation of university and trustee policies, particularly those contained in the Academic Policy Manual, and the Collective Bargaining Agreement.
2. Specific assignments of coaches shall be determined by the appropriate administrator, committed to writing, and placed in the coach's Open Personnel File. At the request of a coach, the appropriate administrator shall discuss assignment and future assignments with the coach.

¹ This provision is derived from Article 1 of the CBA.

3. By virtue of the nature of coaching service, the assignments, location of assignments, and schedule of assignments may vary. Such assignments shall be made by the appropriate administrator. A coach shall be reimbursed for approved expenses incurred by assignments at off-campus locations.
4. A coach may request a particular schedule within the confines of program requirements. All work schedules shall be subject to approval by the appropriate administrator.
5. The assignments of a coach may include but shall not be limited to, coaching and related duties, service on appropriate systemwide committees and task forces, public services, teaching responsibilities and student advising.
6. Under administrative direction, the **HEAD COACH** is responsible for planning and directing the recruitment, conditioning, training and athletic performance of student athlete team members and for conducting the program in compliance with university, conference, NCAA, state, and federal legislation. The Head Coach shall assume full responsibility for the success of team performance, and for student athletes in meeting their academic performance and eligibility criteria. The Head Coach shall promote intercollegiate athletics as an integral part of the university.
7. In addition, the Head Coach is responsible for:
 - a. reporting to the designated Associate/Assistant Director of Athletics responsible for the management of his/her sport;
 - b. operating and managing of the overall sport program;
 - c. supervising and evaluating assistant coaches and sport staff, to include their compliance with NCAA, conference and university rules and policies;
 - d. developing and implementing a plan to recruit student athletes and to maintain comprehensive recruiting logs to demonstrate and verify compliance with NCAA rules regarding recruiting;
 - e. instructing athletes by developing sport specific skills and coaching strategies to enhance student athlete and team performance;
 - f. developing and enforcing written team rules and expectations to supplement those of the Athletic Department for the conduct of all student athletes on and off the field, and on and off the campus;
 - g. promoting student athlete education, and enforcing participation, behavioral conduct and appearance rules and requirements;
 - h. supporting the conditioning and training of athletic team members in conjunction with the strength/weight coach, athletic trainers, and team physicians;
 - i. planning and conducting practices within NCAA rules for hours, days and weeks;

- j. assisting in the monitoring and maintenance of academic progress and eligibility status of student athlete team members through graduation, in cooperation with Academic Support Services, and the Student Athlete Assistance Program;
- k. planning, monitoring and being accountable for the administration of the sport's budget, in conjunction with the sport supervisor and the Athletics Department's business processes;
- l. arranging a competitive competition schedule within parameter and established budget guidelines, and assisting in the coordination of team travel as needed;
- m. planning, monitoring and being accountable for the assignment of athletic scholarships to team members;
- n. cooperating with the Assistant Director of Athletics for Compliance Services to assure that the coaching staff, students, and teams are in compliance with NCAA, state and federal legislation, conference and university rules and regulations, policies and procedures;
- o. adhering to the university's Student-Athlete Recruitment Code;
- p. supporting and enforcing the university's Student Athlete Code of Conduct and the Student Athlete Assistance program and instructing student athletes on the provisions of the codes;
- q. if applicable, oversee the selection, purchase, fitting and maintenance of team equipment;
- r. preparing data and reports as necessary in support of NCAA, conference and university requirements;
- s. conducting the sport program, at all times, within NCAA, conference and university rule compliance;
- t. supporting the Bulldog Foundation and community events through team and personal participation;
- u. assuring booster club compliance within university and NCAA rules and regulations;
- v. providing a liaison function between the booster club and the Athletics Department administration;
- w. representing the Athletic Department and the university in a professional manner at all times; and
- x. performing other duties as may be assigned by the Athletic Director or designee.

8. Under administrative direction, the **ASSISTANT COACH** is responsible for assisting the Head Coach in planning and directing the recruitment, conditioning, training and athletic performance of student athlete team members and in conducting the program in compliance with university, conference, NCAA, state, and federal legislation. The Assistant Coach, with the Head Coach, shall assume responsibility for the success of team performance, and for student athletes in meeting their academic performance and eligibility criteria. The Assistant Coach shall promote intercollegiate athletics as an integral part of the university.

In addition, the Assistant Coach is responsible for:

- a. assisting in planning and directing the education of student athletes in the techniques, skills, and theory of the sport;
- b. supporting the conditioning and training of athletic team members in conjunction with the strength training coaches, athletic trainers, and team physicians;
- c. assisting in monitoring and maintaining academic progress and eligibility status of student athlete team members, and cooperate with Academic Support Services;
- d. supporting the Student Athlete Assistance Program;
- e. assisting as requested in contest scheduling and the coordination of team travel
- f. cooperating with the Assistant Director of Athletics for Compliance Services to assure that the coaching staff, students, and team are in compliance with NCAA, conference and university rules, regulations, policies and procedures;
- g. assisting the Head Coach in the responsibility for student athlete education, enforcement of participation, behavioral conduct, and appearance rules and requirements;
- h. preparing data and reports as necessary in support of NCAA, conference and university requirements;
- i. conducting the sport program, at all times, within NCAA, conference and university rule compliance;
- j. supporting the Bulldog Foundation and community events through team and personal participation;
- k. assuring booster club compliance with university and NCAA rules and regulations
- l. representing the Athletics Department and the university in a professional manner at all times; and
- m. performing other duties as may be assigned by the Director of Athletic or designee.

III. NOMINATION PROCEDURES

1. Authorization to conduct a search for a full-time temporary employee must be obtained from the President or designee.²
2. Normally, each full-time coaching temporary faculty position shall be opened to a national search.
3. All searches shall be conducted in a manner consistent with university policies related to hiring including those related to the confidentiality of the search process.
4. The Director of Athletics or designee shall normally develop and approve vacancy announcements for coaching positions. Such announcements shall be subject to approval by the President or designee. Each vacancy announcement shall include criteria for the position, including minimum academic qualifications.
5. Search committees for head coaches shall be appointed by the Director of Athletics. Minimally, such search committees shall include one (1) tenured faculty member appointed by the Director of Athletics.
6. For the appointment of a Head Coach, the search committee shall forward its nominations directly to the Director of Athletics.
7. Applications for Assistant Coach positions shall be reviewed by the appropriate Head Coach.
8. The Director of Athletics shall review all nominations and, if approved, shall initiate a written offer of employment and the employment contract. The contract shall stipulate the assignments of the coach.
9. Applications for coaching positions are to be treated with the strictest confidentiality. All deliberations on applications for coaches shall be conducted in executive session and remain confidential as provided by law. **Violations of this confidentiality is to be considered to be unprofessional conduct and grounds for disciplinary action.**

IV. APPOINTMENTS

1. All appointments shall be based solely on merit for the position to be filled.
2. The President or designee shall make all coaching faculty appointments. No other person is authorized to appoint coaches, nor to modify or revise the provisions of any appointment or offer of appointment. No other person is authorized to make statements, either oral or written, which may be construed to be commitments to employment by the university.
3. Full-time coaching appointments may be made for a semester, parts of a year, or for one (1) or more years. The length of the appointment shall be noted in the offer of employment.

² The Director of Athletics is the President's designee.

4. The official offer to a coach shall also indicate that the appointment automatically expires at the end of the period stated and does not establish a right to subsequent appointments or any further appointment rights. No other notice shall be provided.
5. Appointment of a coach in consecutive academic years to a similar assignment in the same department shall require the same or higher salary placement as in his/her previous employment.
6. Full-time coaches may be appointed on a conditional basis and those conditions may include, but shall not be limited to, adherence to NCAA by-laws, and other NCAA regulations. Termination of a full-time coach's contract for lack of funds or lack of work must comply with the provisions of Article 38 (Layoff) of the Collective Bargaining Agreement.
7. The Athletic Department shall maintain a list of full-time coaches who have been employed by and evaluated by the department. If a coach applies for a subsequent appointment, careful consideration shall be given to the contents of the employee's Open Personnel File (including student ratings, peer evaluations, if any, and evaluations by the direct supervisor); and his/her application shall receive careful consideration.
8. Upon completion of the equivalent of a full-time annual contract in the Athletics Department, a coach shall receive a salary increase equivalent to the percentage of the negotiated Service Salary Increase, provided that they meet the requirements of Article 31, and only during years when the parties have agreed to provide Service Salary Increases pursuant to Article 31 of the Collective Bargaining Agreement.
9. If a coach applies for a subsequent appointment and does not receive one, his/her right to file a grievance shall be limited to allegations of a failure of the department to give careful consideration to the contents of his/her Open Personnel File, and his/her employment application.

V. QUALIFICATIONS AND REMUNERATION

1. For each coaching position, the Athletics Department shall maintain written criteria which are appropriate to the sport / assignment.
2. The minimum academic qualification for a coaching appointment shall be a baccalaureate degree from an accredited four-year institution. Exceptions to this policy must be approved by the President.
3. Appropriate placement in a salary classification shall be determined at the time of initial appointment.
4. Changes in the classification level shall be based primarily upon completion of additional academic work; or for additional documented professional preparation and/or experiences that are clearly valuable to the coaching assignment.

VI. EVALUATION

1. All coaches shall be evaluated on a regular basis. These evaluations shall include evaluation by the direct supervisor; an opportunity for written peer input; and, for those coaches with teaching responsibilities, student ratings of instruction.
2. Student ratings of instruction shall be conducted in the manner prescribed in APM 322, the Policy on the Assessment of Teaching Effectiveness.
3. An annual written evaluation shall be prepared by the direct supervisor.

VII. OPEN PERSONNEL FILE

1. Each coach shall have one (1) Open Personnel File for employment information and information that may be relevant to personnel recommendations or actions regarding a coach.
2. The Open Personnel File shall be maintained in the Office of the Director of Athletics.
3. The Open Personnel File of each coach shall be handled according to Article 11 of the Collective Bargaining Agreement and APM 323, the Policy on Faculty Personnel Files.
4. Minimally, the Open Personnel File of a coach shall contain:
 - a. a copy of the offer of employment and employment contract;
 - b. a copy of the position announcement under which the coach was hired;
 - c. a copy of the written assignment(s) of duties;
 - d. a copy of the annual evaluation(s) by the direct supervisor;
 - e. if instruction is part of the assignment, student ratings of instruction;
 - f. if instruction is part of the assignment, peer evaluations of instruction; and
 - g. peer input as provided in Section VI.1, if available.
5. With the exception of staff performing clerical tasks, all instances of access to the Open Personnel File shall be logged and the log record shall be a permanent part of the file.
6. The Open Personnel File is to be held in confidence and is accessible only to the affected coach and persons authorized in the conduct of official university business.

VIII. PRIVILEGES AND BENEFITS

1. Full-time Unit 3 coaches are members of the Academic Assembly.
2. Unit 3 Coaches shall receive faculty privileges including the right to purchase faculty parking decals and receive a faculty ID card, which provides the following advantages:
 - a. use of library facilities and faculty borrowing privileges
 - b. use of Instructional Media Services facilities and equipment
 - c. use of state car and/or travel expense allocations when approved
 - d. use of laboratory and research facilities when applicable and approved
 - e. use of Student Union facilities
 - f. the ability to purchase Associated Student Body card for access to campus events.
3. Unit 3 Coaches academic year classifications who have a contract for at least a .40 time-base for a period of at least one semester and those in 10-month or 12-month classifications at .50 time-base for more than 6 months are eligible to receive health benefits from CalPERS in accordance with the provisions of Article 32 of the Collective Bargaining Agreement.
4. Coaches in with at least six (6) years of full-time equivalent service are eligible for the CSU Fee Waiver Program subject to the provisions of Article 26 of the Collective Bargaining Agreement.

IX. DISTRIBUTION

A copy of this policy shall be provided to all coaches at the time of their initial appointment.

References: CBA Articles 11, 12, 20, 31

Recommended by Academic Senate	May 1997
Approved by President	June 1997
Amended	October 16, 2000
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Appendix A Added and Approved by President	January 23, 2007