



Administrative Procedure

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Subject: APPOINTMENT, RETENTION, AND PROMOTION OF ATHLETIC COACHES

1.0. PURPOSE:

To establish policy and procedures for the appointment, retention, and promotion of athletic coaches.

2.0. ORGANIZATIONS AFFECTED:

2.1. Division of Intercollegiate Athletics.

2.2. Important: This procedure, or portions thereof, may be superseded by a contract between The California State University and an exclusive employee representative.

When referring to this procedure as it relates to actions affecting represented employees, consult the contract that applies to employees within the represented unit.

3.0. REFERENCES:

3.1. California Administrative Code, Title 5, Sections 42700(1), 43560-43572.

3.2. University and Colleges Administrative Manual (UCAM), Sections 5212, 5350.

3.3. Office of the Chancellor Memoranda, FSA 70-75 and FSA 71-60.

3.4. The California State University Salary Schedule.

3.5. Faculty Handbook, California State University, Los Angeles, "Temporary Full-time and Part-time Faculty (Lecturers)."

3.6. Cal State L.A. Administrative Manual.

Approved:

Date:

4.0. POLICY:

- 4.1. The Director of Athletics will make recommendations to the President relating to the appointment, retention, and promotion of athletic coaches after consultation with the Chair of the appropriate department in the case of a joint appointment.
- 4.2. Coaches may be appointed to faculty positions as long as they meet the academic standards normally expected of teaching faculty. Coaches who do not meet the criteria for faculty appointments or who do not teach more than fifty percent of the time will be appointed to classifications other than instructional faculty.
- 4.3. A positive effort to achieve the short-range and long-range affirmative action goals of the University will be made in all personnel actions.

5.0. DEFINITIONS:

- 5.1. Athletic Coach -- Includes the following salary classifications:

<u>Classification</u>	<u>Class Code</u>
Head Coach	2375, 2373, 2374
Coach	2378, 2376, 2377
Coaching Specialist	2381, 2379, 2380
Coaching Assistant	2384, 2382, 2383

- 5.2. Full-time Athletic Coaches -- Those persons whose appointments may be divided between coaching and an appropriate academic or other assignment for a total of full-time employment. That portion of a full-time assignment which is in an area other than athletics shall be governed by the personnel policies appropriate to such an assignment.
- 5.3. Part-time Athletic Coaches -- Those persons whose only assignment is coaching at less than full-time.
- 5.4. Head Coach -- Those persons responsible for the total promotion and development of an approved sport.
- 5.5. Assistant Coach -- Those persons responsible for assisting the Head Coach in the promotion and development of an approved sport.

6.0. RESPONSIBILITIES:

- 6.1. The Director of Athletics will:
 - 6.1.1. Determine the need for athletic coaches and submit recommendations to the President.

- 6.1.2. Establish a job description prior to initiating recruitment for an athletic coach position.
- 6.1.3. Appoint members to selection committees.
- 6.1.4. Recommend candidates for appointment.
- 6.1.5. Provide written personnel policies and procedures to athletic coaches at the time of appointment.
- 6.1.6. Conduct annual performance appraisals of each athletic coach.
- 6.1.7. Counsel athletic coaches concerning factors that add strength or affect the status of the individual's performance.

6.2. The President will be responsible for the appointment, promotion, retention, or non-retention of individuals to or from any of the established classes for athletic coaches.

7.0. PROCEDURES:

7.1. Recruitment and Selection

- 7.1.1. The Director of Athletics will submit to the President a request to fill a vacant athletic coach position including a job description and the proposed minimum qualifications to be sought for the position.
- 7.1.2. After approval to recruit is received from the President, the Director of Athletics will develop a draft vacancy announcement and will meet with the Affirmative Action Coordinator to finalize this announcement as well as determine a recruitment and selection process.
- 7.1.3. Part-time Coaching Track -- In order to preserve continuity among each of the sports, part-time coaching appointments will be made initially, after drawing from a duly constituted pool, for a duration not to exceed three years. Appointments will not be made for a second or third year until the individual has been reviewed and evaluated, according to appropriate division procedures, and recommended for a subsequent year appointment. At the end of the third year, competitive recruitment within the duly constituted pool must occur. The person who had held the appointment for the past three years may compete for the appointment.

If at any time during the three-year period a part-time coaching assignment is vacated, the duly constituted part-time pool will be used to generate the new person to be appointed. If the pool does not contain a representative number of qualified applicants, then a special regional search for the position will be conducted.

The chart in Appendix 8.1. indicates the selection cycle for each sport. Exceptions to the time frames established for competitive recruitment may be granted by the Affirmative Action Coordinator for such reasons as: outstanding performance, need to maintain a coach one additional year, or the affirmative action profile of the division.

7.1.4. Recruitment

- a. Full-time Athletic Coach -- A national and/or regional search will be determined in consultation with the Affirmative Action Coordinator and the President.
- b. Part-time Head Coach -- A search will be conducted from the duly constituted part-time pool and/or regionally in consultation with the Affirmative Action Coordinator and the President.
- c. Part-time Assistant Coach -- A search will be conducted from the duly constituted part-time pool and/or regionally in consultation with the Affirmative Action Coordinator.
- d. Part-time Coaching Pool -- A broad recruitment search will be conducted including advertisements in Update, the Chronicle of Higher Education and flyers distributed to appropriate universities, placement offices and agencies nationwide. It may be necessary to advertise only regionally when the particular part-time coaching position has a very small number of units and it is necessary to recruit at a time other than Fall Quarter. Consultation with the Affirmative Action Coordinator is necessary before a regional search can occur.

- 7.1.5. Selection Advisory Committees: -- The Director of Athletics will appoint selection advisory committees which will include a faculty member selected by the appropriate academic department when a joint appointment is required.

The selection advisory committee will:

- a. Develop selection criteria from within the parameters of the vacancy announcement.
- b. Interview candidates.
- c. Recommend at least three, but no more than five, unranked candidates to the Director of Athletics.
- d. Interview the references of all finalists including the past or present supervisor, and any others deemed appropriate by the committee or the Director of Athletics.

7.2. Appointment

- 7.2.1. The Director of Athletics will recommend the top candidate to the President and extend the offer of employment upon receipt of Presidential approval.
- 7.2.2. The Director of Athletics will consult with the appropriate department and school when a coaching appointment also involves a joint assignment as instructional faculty. (Refer to the Faculty Handbook. "Temporary Full-time and Part-time Faculty".) This consultation and concurrence by the Dean will occur prior to recommending a final candidate to the President.
- 7.2.3. Appointments will be made for a ten month duration. Appointments may be renewed on a year-to-year basis without acquisition of tenure.

7.3. Evaluation, Retention and Promotion

- 7.3.1. The Director of Athletics will meet with each Head Coach at the beginning of a coaching appointment and at the conclusion of each coaching season for purposes of oral and written communications with regard to performance appraisal, retention, and promotion.
- 7.3.2. The performance appraisal will include a review and discussion of the previous season's goals and objectives as documented on the evaluation form.
 - a. The evaluation will include input from the relevant academic department, students, fellow coaches, and other faculty.

- b. The appraisal will also include observations of coaching skills in practice and game situations, the season-end summary, and the year-end summary.
 - c. If the coach holds a joint coaching/faculty appointment, the Division of Intercollegiate Athletics post-season evaluation will also include the teaching performance evaluation of the coach as ascertained by the appropriate department. (Refer to the Faculty Handbook, "Temporary, Full-time and Part-time Faculty.") The teaching evaluation shall be based on criteria established by the department and should include both departmental evaluation and student opinion evaluation data. A copy of departmental evaluations of coaches who hold coaching/faculty appointments and retention recommendations shall be forwarded to the Director of Athletics annually for use in the post-season evaluation of coaches and shall be utilized to encourage excellence in teaching.
- 7.3.3. Retention and promotion will be discussed at the time of the post-season evaluation.
- a. If retention is recommended, goals and objectives for the next season will be formulated after discussion among the parties.
 - b. If non-reappointment is recommended, the Director of Athletics will indicate the reasons for such a decision at the time of the evaluation meeting.
- 7.3.4. Prior to submitting a recommendation to the President, the Director of Athletics will ask the employee to read and sign the original copy of the recommendation attesting that he/she has read the report, but not that he/she necessarily agrees with it. If the employee objects to any statement, he/she may forward a statement to the Director of Athletics with a copy to the President.
- 7.3.5. If non-reappointment is recommended, the employee will be given an opportunity to discuss formally the recommendation with the appropriate academic administrator and the Director of Athletics before formal notice is given.

- 7.3.6. Coaching Promotion -- When a coach completes the first year of the maximum salary step of her/his coaching rank, he/she becomes eligible for promotional consideration to the first salary step of the next successive coaching rank. Promotional consideration is obligatory when a coach becomes eligible. Each eligible employee will then be considered each year, thereafter, until promoted. The Director of Athletics may recommend a merit salary increase as appropriate at any time.
- 7.3.7. Faculty Promotion -- Coaches who hold joint coaching/faculty assignments shall be considered for promotion in their teaching assignments by their respective academic departments in accordance with University policies and procedures for faculty promotion. (Refer to the Faculty Handbook, "Temporary Full-time and Part-time Faculty".)

7.4. Confidentiality of Personnel Deliberations

- 7.4.1. Except as otherwise provided by systemwide policy, the deliberations of personnel committees regarding appointment, re-appointment, retention, and promotion are strictly confidential. The results of such deliberations will be made known only to those to whom a committee is required to report by current University, school, department, or division personnel policies and procedures, and then only by the committee member(s) formally charged with that responsibility. The principle of confidentiality will be observed by all committee members. Failure of a committee member to observe the principle shall be presumed to be grounds for a charge of unprofessional conduct.
- 7.4.2. In the event that a committee member perceives serious violations of University regulations in confidential procedures, that member is relieved of the requirement of confidentiality in order to report that concern to the Committee on Academic Freedom and Professional Ethics for the purpose of obtaining advice, or to those to whom the committee is required to report, for whatever action may be deemed appropriate.

8.0. APPENDICES:

- 8.1. Selection Cycle for Part-time Coaches

SELECTION CYCLE OF PART-TIME COACHES

<u>SPORT</u>	<u>TYPE</u>	<u>QUARTER AND YEAR WHEN PERSON APPOINTED WILL COME FROM COMPETITIVE POOL</u>
Badminton	Co-ed	Winter 1986
Baseball (Asst. Coach)	Men	Winter 1985
Basketball (Asst. Coach)	Men	Fall 1984
Women	Fall 1984	
Soccer (Asst. Coach)	Men	Fall 1987
Tennis	Women	Winter 1985
Track (Asst. Coach)	Men	Winter 1985
Women	Winter 1986	
Volleyball (Asst. Coach)	Women	Fall 1987