PERIODIC EVALUATION OF ATHLETIC COACHES

Effective Date: 1/1/2016

Definition: This document sets forth the procedure for the Periodic Evaluation of Athletic Coaches. The provisions of this document are intended to be implemented in conformity with CBA Article 15.

Authority: The Collective Bargaining Agreement between California State University and the California Faculty Association.

Scope: Coaching faculty unit employees within the Department of Athletics.

Karen S. Haynes, President

Graham Oberlin, Provost and VP for Academic Affairs

Approval Date: 4/15/2016

Approval Date: 4/14/2016

Corrected: 04/15/16
Revised: 1/01/2016 (previously titled “Evaluation for Athletic Coaches Policy"
Implemented: 9/8/2008

Approved by Academic Senate 04/06/2016 (via Consent Calendar)
I. GENERAL ELEMENTS

The purpose of this document is to provide a procedure for the annual periodic evaluation of coaching faculty unit employees. The document complies with the procedure as set forth in the Collective Bargaining Agreement (CBA, Article 15). Within 14 days of appointment, the Director of Athletics will provide coaches with a copy of this procedure on the Periodic Evaluation of Athletic Coaches.

The custodian of the Personnel Action Files (PAFs) of athletic coaches shall be the Associate Vice President for Faculty Affairs.

II. EVALUATION PROCESS FOR HEAD COACHES

A. The Working Personnel Action File: The Head Coach will submit a Working Personnel Action File (WPAF) consisting of items 1, 2, 3 and 5 below.

1. Form A1, “CSUSM Intercollegiate Athletics: Season Goals,” with the Pre-season Goals and Post-season Assessment sections completed.

2. A personal post-season assessment. This assessment may include a simple outline of which goals were met and which were not, or a more detailed discussion of how or why goals were or were not met. Supporting materials may be included as well.

3. Form D, “Peer Input” (optional).

4. Student-athlete evaluations. The Director of Athletics will directly access the student-athlete evaluations; coaches do not need to submit these evaluations with their WPAFs. Copies will be provided to the coaches.

5. An index of these materials, which shall be permanently placed in the Head Coach’s Personnel Action File (PAF).

6. A request for an external review of materials submitted by a Coach may be initiated by any party to the review. Such a request shall specify the special circumstances that necessitate an outside reviewer and the nature of the materials needing external review. The request must be approved by the President or President’s designee with the concurrence of the Coach (CBA 15).

Timeline:
- The WPAF shall be submitted to the Director of Athletics by June 1.

B. Pre-season goals and post-season assessment meetings: Prior to each season of competition, the Head Coach and the Director of Athletics will meet to set goals for the upcoming season. Goals will be set in the areas of team athletic performance, team academic performance, fundraising, and recruiting; an “other” category will also be available for any program-specific goals that may apply. It is expected that the goals will be challenging but realistic—not unreasonable or unattainable. These goals will be
documented in the “Pre-season Goals” section on Form A1: CSUSM Intercollegiate Athletics: Season Goals.

At the conclusion of each season, the Head Coach and the Director of Athletics will meet to assess whether or not the set pre-season goals were met. If the goals were not met, they will discuss the reasons. The post-season assessment will be documented in the “Post-season assessment” section on Form A1: CSUSM Intercollegiate Athletics: Season Goals.

**Timeline:**
- The Pre-season Goals meeting will be held before the first official contest.
- The Post-season Assessment meeting will be held as soon as possible after the conclusion of the season.

C. **Student-athlete evaluations:** Head Coaches will be evaluated by their student-athletes using Form B1, “Student-Athlete Evaluation of CSUSM Intercollegiate Athletics (Head Coach).”

The Office of Institutional Planning & Analysis will generate the evaluations for each team to complete near the conclusion of the season at a team meeting at which the coach being evaluated will not be present. The evaluation results will be sent to the Director of Athletics and, after the completion of the season, to the coach.

**Timeline:**
- The student-athlete evaluations for all fall, winter and spring sports will be administered during the same period as spring semester course evaluations.

D. **Peer Input (optional):** Coaches have the option of submitting a peer evaluation using Form D, “Peer Input,” as part of their WPAFs.

E. **Performance Appraisal:** The information submitted with the WPAF, including documentation of the pre-season goals and post-season assessment meetings, student-athlete evaluations, and peer input (if any), will form the basis for the Head Coach’s Performance Appraisal to be done by the Director of Athletics. The Director of Athletics will complete Form C1, “Cal State San Marcos Athletics: Performance Appraisal for Head Coaches” and provide a copy to the Head Coach. The Head Coach will be given at least five (5) days’ notice of the placement of Form C1 in his/her PAF.

F. The Head Coach may request an external review of the materials submitted for evaluation. Such a request must document the special circumstances that necessitate an external reviewer. The request must be approved by the President’s designee.
Timeline:
  o The Periodic Evaluation must be completed by June 15.

III. EVALUATION PROCESS FOR ASSISTANT COACHES

A. The Working Personnel Action File: The Assistant Coach will submit a Working Personnel Action File (WPAF) consisting of items 1, 2, 3 and 5 below.

1. Form A2, “CSUSM Intercollegiate Athletics: Season Goals,” with the Pre-season Expectations and Post-season Assessment sections completed.
2. A personal post-season assessment. This assessment may include a simple outline of which goals were met and which were not, or a more detailed discussion of how or why goals were or were not met. Supporting materials may be included as well.
3. Form D, “Peer Input” (optional).
4. Student-athlete evaluations. The Director of Athletics will directly access the student-athlete evaluations; coaches do not need to submit these evaluations with their WPAFs. Copies will be provided to the coaches.
5. An index of these materials, which shall be permanently placed in the Assistant Coach’s Personnel Action File (PAF).
6. A request for an external review of materials submitted by a Coach may be initiated by any party to the review. Such a request shall specify the special circumstances that necessitate an outside reviewer and the nature of the materials needing external review. The request must be approved by the President or President’s designee with the concurrence of the Coach (CBA 15).

Timeline:
  o The WPAF shall be submitted to the Director of Athletics by June 1.

B. Pre-season expectations and post-season assessment meetings: Prior to each season of competition, the Head Coach will meet with each Assistant Coach to discuss expectations for Assistant Coach performance for the upcoming season. Duties with respect to attendance at practice and competition, work with student-athletes, and administrative duties will be set; an “other” category will also be available for any program-specific duties that may apply. These goals will be documented in the “Pre-season Expectations” section on Form A2: CSUSM Intercollegiate Athletics: Season Expectations.

At the conclusion of each season, the Head Coach will meet again with each Assistant Coach to assess whether or not the expectations were met. If expectations were not met, they will discuss the reasons. The post-season assessment will be documented in the “Post-season Assessment” section on Form A2: CSUSM Intercollegiate Athletics: Season Expectations.
Timeline:
- The Pre-season Expectations meeting will be held before the first official contest.
- The Post-season Assessment meeting will be held as soon as possible after the conclusion of season.

C. Student-athlete evaluations: Assistant Coaches will be evaluated by their student-athletes using Form B2, “Student-Athlete Evaluation of CSUSM Intercollegiate Athletics (Assistant Coach).” Because of the unique responsibilities of track and field Assistant Coaches, they will be evaluated using Form B3, “Student-Athlete Evaluation of CSUSM Intercollegiate Athletics (Track and Field Assistant Coach).”

The Office of Institutional Planning & Analysis will generate the evaluations for each team to complete near the conclusion of the season at a team meeting at which the coach being evaluated will not be present. The evaluation results will be sent to the Director of Athletics and, after the completion of the season, to the Assistant Coach.

Timeline:
- The student-athlete evaluations for all fall, winter, and spring sports will be administered during the same period as spring semester course evaluations.

D. Peer Input (optional): Coaches have the option of submitting a peer evaluation using Form D: “Peer Input,” as part of their WPAFs.

E. Performance Appraisal: The information submitted with the WPAF, including documentation of the pre-season expectations and post-season assessment meetings, student evaluations, and peer input (if any) will form the basis for the Assistant Coach’s Performance Appraisal to be done by the Director of Athletics with input from the Head Coach. The Director of Athletics will complete Form C2, “Cal State San Marcos Athletics: Performance Appraisal for Assistant Coaches,” and provide a copy to the Assistant Coach. The Assistant Coach will be given at least five (5) days’ notice of the placement of Form C2 in his/her PAF.

F. The Assistant Coach may request an external review of the materials submitted for evaluation. Such a request must document the special circumstances that necessitate an external reviewer. The request must be approved by the President’s designee.

Timeline:
- The Periodic Evaluation must be completed by June 15.
IV. COACHING FACULTY REBUTTAL/RESPONSE PROCESS

Per Article 15 of the Collective Bargaining Agreement between the CFA and the CSU, the Head Coach or Assistant Coach may submit a rebuttal or response in writing and/or request a meeting to discuss the evaluation within ten (10) days following receipt of the evaluation. A copy of the response or rebuttal statement shall be placed with Form C1/C2 in the coach’s PAF.

V. FORMS TO BE USED FOR EVALUATION OF COACHING FACULTY


B. Form A2: CSUSM Intercollegiate Athletics: Season Expectations – for assistant coaches.

C. Form B1: Student-Athlete Evaluation of CSUSM Intercollegiate Athletics (Head Coach)

D. Form B2: Student-Athlete Evaluation of CSUSM Intercollegiate Athletics (Assistant Coach)

E. Form B3: Student-Athlete Evaluation of CSUSM Intercollegiate Athletics (Track and Field Assistant Coach)

F. Form C1: Cal State San Marcos Athletics: Performance Appraisal for Head Coaches

G. Form C2: Cal State San Marcos Athletics: Performance Appraisal for Assistant Coaches

H. Form D: Peer Input (optional)
# CSUSM INTERCOLLEGIATE ATHLETICS: SEASON GOALS

**HEAD COACH:**

**SPORT:** ___________________ **SEASON:** ___________________

<table>
<thead>
<tr>
<th>PRE-SEASON GOALS</th>
<th>POST-SEASON ASSESSMENT</th>
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<tbody>
<tr>
<td></td>
<td>Supporting documentation, such as team statistics, may be attached.</td>
</tr>
<tr>
<td>1. Team athletic performance</td>
<td>1. Team athletic performance</td>
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<tr>
<td>2. Team academic performance/Graduation</td>
<td>2. Team academic performance/Graduation</td>
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<tr>
<td>3. Fundraising</td>
<td>3. Fundraising</td>
</tr>
<tr>
<td>4. Recruiting</td>
<td>4. Recruiting</td>
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<tr>
<td>5. Student-Athlete Experience</td>
<td>5. Student-Athlete Experience</td>
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<table>
<thead>
<tr>
<th>Head Coach Signature*</th>
<th>Date</th>
<th>Head Coach Signature**</th>
<th>Date</th>
</tr>
</thead>
</table>

* Head Coach signature indicates agreement that goals set are challenging but realistic – not unrealistic or unattainable.

** Signature does not necessarily indicate agreement with the post-season goal assessment. It indicates that you have reviewed it and had an opportunity to discuss it with your supervisor.

Approved by Academic Senate 04/06/2016
FORM A2: CSUSM INTERCOLLEGIATE ATHLETICS: SEASON EXPECTATIONS

As part of the coach evaluation process, the Head Coach and Director of Athletics will meet with all Assistant Coaches at the beginning of each season to set expectations for the assistant coach. They will meet again at season’s end to assess whether those expectations were met.

ASST. COACH: ____________________________

SPORT: __________________ SEASON: __________________

<table>
<thead>
<tr>
<th>PRE-SEASON EXPECTATIONS</th>
<th>POST-SEASON ASSESSMENT</th>
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<tbody>
<tr>
<td>1. Attendance</td>
<td>1. Attendance</td>
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<tr>
<td>Practice:</td>
<td>Practice:</td>
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<tr>
<td>Competition:</td>
<td>Competition:</td>
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<tr>
<td>2. Work with student-athletes</td>
<td>2. Work with student-athletes</td>
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<tr>
<td>3. Administrative duties</td>
<td>3. Administrative duties</td>
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<td>5. Academics</td>
<td>5. Academics</td>
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</tbody>
</table>

Asst. Coach Signature*     Date     Asst. Coach Signature**    Date

Head Coach Signature        Date     Head Coach Signature        Date

Director of Athletics Signature Date     Director of Athletics Signature Date

*Signature indicates agreement that expectations set are reasonable.

** Your signature here does not necessarily indicate that you agree with the post-season goal assessment. It indicates that you have reviewed it and had an opportunity to discuss it with your supervisor.

Approved by Academic Senate 04/06/2016
FORM B1: STUDENT-ATHLETE EVALUATION OF
CSUSM INTERCOLLEGIATE ATHLETICS (HEAD COACH)

We would appreciate your honest responses to the following evaluation questions. The information from this questionnaire will be kept strictly confidential.

SPORT: ___________________ HEAD COACH'S NAME: ___________________

NUMBER OF YEARS IN SPORT AT CSUSM: _____ YEAR IN SCHOOL: ______

ROLE ON TEAM (STARTER, RESERVE, ETC.) ______________________

DO YOU INTEND TO PARTICIPATE IN ATHLETICS AGAIN NEXT SEASON? ______

WHY OR WHY NOT? ____________________________________________

________________________

EVALUATION OF OVERALL EXPERIENCE IN ATHLETICS

How has your technical skill in your sport improved this year?

A great deal □ Somewhat □ Not at all □

How has your knowledge of your sport improved this year?

A great deal □ Somewhat □ Not at all □

How has your physical fitness improved this year?

A great deal □ Somewhat □ Not at all □

How has your overall athletic performance improved this year?

A great deal □ Somewhat □ Not at all □

How satisfied are you with your overall experience in intercollegiate athletics this year?

Highly satisfied □ Somewhat satisfied □ Somewhat dissatisfied □ Highly dissatisfied □

Approved by Academic Senate 04/06/2016
EVALUATION OF HEAD COACH

Please rate your head coach on the following items by marking the appropriate box. If you wish, in the line below the box you may add any comments that you feel are appropriate.

<table>
<thead>
<tr>
<th>Your head coach...</th>
<th>Strongly agree</th>
<th>Agree somewhat</th>
<th>Disagree somewhat</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has knowledge and expertise in your sport</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Keeps informed of current techniques and strategies</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Attends all practices and contests</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Consistently maintains office hours as scheduled</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Uses practice time effectively</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Exercises appropriate control in practice and contests</td>
<td>□</td>
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<tr>
<td>Provides a safe, healthy environment for student-athletes</td>
<td>□</td>
<td>□</td>
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Approved by Academic Senate 04/06/2016
<table>
<thead>
<tr>
<th>Your head coach...</th>
<th>Strongly agree</th>
<th>Agree somewhat</th>
<th>Disagree somewhat</th>
<th>Strongly disagree</th>
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<tbody>
<tr>
<td>Demonstrates professional conduct with officials</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Demonstrates professional conduct with athletes</td>
<td>□</td>
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<tr>
<td>Displays a professional appearance</td>
<td>□</td>
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<tr>
<td>Your head coach...</td>
<td>Strongly agree</td>
<td>Agree somewhat</td>
<td>Disagree somewhat</td>
<td>Strongly disagree</td>
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<tr>
<td>Develops and clearly communicates team goals and objectives</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Establishes and clearly communicates team (or meet/tournament/etc.) selection criteria</td>
<td>□</td>
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<tr>
<td>Establishes and clearly communicates team rules</td>
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<tr>
<td>Applies team discipline appropriately and consistently</td>
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<tr>
<td>Your head coach...</td>
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<td>Disagree somewhat</td>
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<tr>
<td>Provides opportunity for discussion and questions of areas of concern</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Motivates athletes effectively</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Communicates awareness of and compliance with NCAA DII and university rules</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Understands athletic eligibility rules and informs athletes of those requirements</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Organizes away-trips that are well-planned and efficiently run</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Organizes home contests and events that are well planned and efficiently run</td>
<td>□</td>
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Overall, how effective has your **head coach** been this year?

<table>
<thead>
<tr>
<th>Highly effective</th>
<th>Somewhat effective</th>
<th>Somewhat ineffective</th>
<th>Highly ineffective</th>
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<tbody>
<tr>
<td>□</td>
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</table>

Approved by Academic Senate 04/06/2016
What do you consider to be the strengths of your head coach?


What suggestions do you have that might help your head coach be more effective?


Please include any other comments you feel are appropriate.


Approved by Academic Senate 04/06/2016
FORM B2: STUDENT-ATHLETE EVALUATION OF CSUSM INTERCOLLEGIATE ATHLETICS (ASSISTANT COACH)

We would appreciate your honest responses to the following evaluation questions. The information from this questionnaire will be kept strictly confidential.

SPORT: _______________ ASSISTANT COACH'S NAME: _______________

NUMBER OF YEARS IN SPORT AT CSUSM: ______ YEAR IN SCHOOL: ______

ROLE ON TEAM (STARTER, RESERVE, ETC.) ___________________________

Overall, how effective has your assistant coach been this year?

Highly effective

Somewhat effective

Somewhat ineffective

Highly ineffective

What do you consider to be the strengths of your assistant coach?

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

What suggestions do you have that might help your assistant coach be more effective?

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Please include any other comments you feel are appropriate.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Approved by Academic Senate 04/06/2016
FORM B3: STUDENT-ATHLETE EVALUATION OF CSUSM INTERCOLLEGIATE ATHLETICS (TRACK AND FIELD ASSISTANT COACH)

We would appreciate your honest responses to the following evaluation questions. The information from this questionnaire will be kept strictly confidential.

SPORT: ___________________ ASSISTANT COACH'S NAME: ___________________

NUMBER OF YEARS IN SPORT AT CSUSM: _____ YEAR IN SCHOOL: _______

ROLE ON TEAM (STARTER, RESERVE, ETC.) _____________________________

DO YOU INTEND TO PARTICIPATE IN ATHLETICS AGAIN NEXT SEASON?

____________

WHY OR WHY NOT? ____________________________________________________

_____________________________________________________________________

EVALUATION OF OVERALL EXPERIENCE IN ATHLETICS

How has your technical skill in your sport improved this year?

A great deal □ Somewhat □ Not at all □

How has your knowledge of your sport improved this year?

□ □ □

How has your physical fitness improved this year?

□ □ □

How has your overall athletic performance improved this year?

□ □ □

How satisfied are you with your overall experience in intercollegiate athletics this year?

Highly satisfied □ Somewhat satisfied □ Somewhat dissatisfied □ Highly dissatisfied □

Approved by Academic Senate 04/06/2016
EVALUATION OF ASSISTANT COACH

Please rate your **assistant coach** on the following items by marking the appropriate box. If you wish, in the line below the box you may add any comments that you feel are appropriate.

<table>
<thead>
<tr>
<th>Your assistant coach...</th>
<th>Strongly agree</th>
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<th>Disagree somewhat</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has knowledge and expertise in your sport</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
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<td>☐</td>
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<tr>
<td>Exercises appropriate control in practice and contests</td>
<td>☐</td>
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<tr>
<td>Provides a safe, healthy environment for student-athletes</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Your assistant coach...</td>
<td>Strongly agree</td>
<td>Agree somewhat</td>
<td>Disagree somewhat</td>
<td>Strongly disagree</td>
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<tr>
<td>Demonstrates professional conduct with athletes</td>
<td>☐</td>
<td>☐</td>
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<td>Motivates athletes effectively</td>
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Overall, how effective has your assistant coach been this year?

<table>
<thead>
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<th>Somewhat ineffective</th>
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What do you consider to be the strengths of your assistant coach?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

What suggestions do you have that might help your assistant coach be more effective?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Please include any other comments you feel are appropriate.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Approved by Academic Senate 04/06/2016
FORM C1: CAL STATE SAN MARCOS ATHLETICS: PERFORMANCE APPRAISAL for HEAD COACHES

Name ___________________________ Sport ___________________________

Appraisal Period __________________ Years in Current Position _________

Team GPA __________ Graduation Rate ____________________________

Conference/ National Championship Appearances __________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Awards / Special Recognition for Coach / Athletes ________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

The following scale will be used to rate performances in each of the areas listed below. Ratings of unsatisfactory and marginal performance or of outstanding performance will be accompanied by written comments.

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<tr>
<td>NA</td>
<td>Not Applicable or not observed</td>
<td>3</td>
<td>Satisfactory</td>
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<tr>
<td>1</td>
<td>Unsatisfactory</td>
<td>4</td>
<td>Commendable</td>
<td></td>
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<tr>
<td>2</td>
<td>Marginal</td>
<td>5</td>
<td>Outstanding</td>
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I. COMMITMENT TO THE GOALS OF THE UNIVERSITY/DEPARTMENT OF ATHLETICS

a. Demonstrates commitment to the mission and purpose of the university ________

b. Demonstrates commitment to the mission and purpose of Athletics ________

c. Communicates effectively with internal groups: other coaches and staff ________

d. Works cooperatively with internal groups: other coaches and staff ________

e. Communicates effectively with external groups: faculty, boosters, media, fans, and parents ________

f. Conducts self and program in a professional manner at all times ________

g. Attends meetings and Athletics Department functions as requested ________

h. Supports community events through team and personal participation ________

i. Demonstrates commitment to NCAA Division II and CCAA Compliance ________

j. Sets meaningful goals for team athletic achievement ________

COMMENTS

Approved by Academic Senate 04/06/2016
II. ADMINISTRATIVE QUALITIES

a. Effectively plans, administers, and monitors team scheduling
b. Effectively plans, administers, and monitors team travel
c. Completes reports promptly and maintains organized records
d. Has developed and enforces written team rules and expectations on and off the field, and on and off the campus
e. Arranges a competitive competition schedule within budgetary limits
f. Makes effective use of Assistant Coaches and student workers
g. Manages sport budget effectively
h. Participates in the promotion of the sport
i. Demonstrates adherence to Athletics Department policies relating to purchasing and travel
j. Makes effective use of resources
k. Overall management of the sports program

COMMENTS

III. COACHING SKILLS

a. Displays a technical knowledge of the sport for competitive NCAA DII play
b. Maintains a current knowledge of sport rules and trends
c. Demonstrates ability to effectively teach players in sport techniques
d. Demonstrates ability to motivate players to produce maximum results
e. Exercises control, leadership, and sound judgment during practices and competitive events
f. Maintains a positive rapport with and shows respect toward athletes
g. Provides a positive role model for student athletes

COMMENTS

Approved by Academic Senate 04/06/2016
IV. RULES COMPLIANCE

a. Understands and complies with NCAA DII rules and regulations
b. Understands and complies with applicable university student-athlete recruitment policy
c. Understands, instructs athletes regarding, and enforces university Student-Athlete Code of Conduct
d. Understands and complies with university regulations
e. Understands and complies with Athletics Department policies and procedures.

COMMENTS

V. ATHLETE ACADEMIC ACHIEVEMENT

a. Promotes student-athlete academic progress
b. Works cooperatively with academic support services to monitor the academic progress of student-athletes
c. Makes a consistent effort toward the improvement of graduation rates for team members
d. Overall team academic achievement
e. Supports and encourages student-athletes in the use of academic resources and advising

COMMENTS

Approved by Academic Senate 04/06/2016
VI. RECRUITING

a. Establishes an effective recruiting system that is consistent with NCAA DII, university, and department philosophy and available budgets
b. Establishes a rapport with regional high schools and coaches
c. Responds promptly to all inquiries and correspondence
d. Accurately assesses prospective student-athletes and effectively awards available athletic aid within institutional and team limits

COMMENTS

OVERALL RANKING AND COMMENTS

Overall Ranking: ________

1 Unsatisfactory
2 Marginal
3 Satisfactory
4 Commendable
5 Outstanding

A copy of this evaluation will be placed in your Personnel Action File five (5) or more days from this date. Within ten (10) days following receipt of this evaluation, you may attach or submit a response or rebuttal to this evaluation to your Personnel Action File and/or request a meeting with the evaluator.

By signing this form, you are not indicating that you agree with the evaluation. Your signature indicates that you have been provided with a copy of this evaluation.

Signature of Head Coach Date

Signature of Director of Athletics Date

Approved by Academic Senate 04/06/2016
FORM C2: CAL STATE SAN MARCOS ATHLETICS:
PERFORMANCE APPRAISAL for
ASSISTANT COACH

Name ___________________________________________ Sport ___________________________

Appraisal Period _______________________________ Years in Current Position ___________

The following scale will be used to rate performances in each of the areas listed below. Ratings of
unsatisfactory and marginal performance or of outstanding performance will be accompanied by written comments.

NA Not Applicable or not observed 3 Satisfactory
1 Unsatisfactory 4 Commendable
2 Marginal 5 Outstanding

I. COMMITMENT TO THE GOALS OF THE UNIVERSITY / DEPARTMENT OF ATHLETICS

a. Demonstrates commitment to the mission and purpose of the university

b. Demonstrates commitment to the mission and purpose of Athletics

c. Communicates effectively with internal groups: other coaches and staff

d. Works cooperatively with internal groups: other coaches and staff

e. Communicates effectively with external groups: faculty, media, fans, and parents

f. Conducts self and program in a professional manner at all times

g. Attends meetings and Athletics Department functions as requested

h. Supports community events through personal participation

i. Demonstrates commitment to NCAA DII & CCAA Compliance

j. Sets meaningful goals for team athletic achievement

COMMENTS

II. ADMINISTRATIVE QUALITIES

a. Effectively assists with team scheduling (if applicable)
b. Effectively assists with team travel (if applicable)
c. Completes reports promptly and maintains organized records
d. Enforces written team rules and expectations on and off the field, and on and off the campus
e. Maintains expenditures within budget parameters
f. Participates in the promotion of the sport
g. Demonstrates adherence to Athletics Department policies relating to purchasing and travel

h. Makes effective use of resources

i. Keeps abreast of departmental communications, including via e-mail and voice-mail

COMMENTS

Approved by Academic Senate 04/06/2016
III. COACHING SKILLS

a. Displays a technical knowledge of the sport for competitive NCAA DII play
b. Maintains a current knowledge of sport rules and trends
c. Demonstrates ability to effectively teach players in sport techniques
d. Demonstrates ability to motivate players to produce maximum results
e. Exercises control, leadership, and sound judgment during practices and competitive events
f. Maintains a positive rapport with and shows respect toward athletes
g. Provides a positive role model for student-athletes

COMMENTS

IV. RULES COMPLIANCE

a. Understands and complies with NCAA DII rules and regulations
b. Understands, instructs athletes regarding, and enforces university Student-Athlete Code of Conduct
c. Understands and complies with university regulations

COMMENTS

V. ATHLETE ACADEMIC ACHIEVEMENT

a. Promotes student-athlete academic progress.
b. Works cooperatively with academic support services to monitor the academic progress of student-athletes.
c. Makes a consistent effort toward the improvement of graduation rates for team members.
d. Supports and encourages student-athletes in the use of academic resources and advising.

COMMENTS

Approved by Academic Senate 04/06/2016
VI. RECRUITING

a. Understands that the head coach is responsible for recruiting, and coordinates all recruiting efforts with the head coach

b. Understands NCAA DII rules governing contact with recruits

c. Makes no offers or promises regarding university admissions, scholarships, etc., without the prior written approval of the head coach

d. Establishes a rapport with regional high schools and coaches

e. Responds promptly to all inquiries and correspondence

f. Accurately assesses prospective student-athletes

COMMENTS

OVERALL RANKING AND COMMENTS

Overall Ranking: 

A copy of this evaluation will be placed in your Personnel Action File five (5) or more days from this date. Within ten (10) days following receipt of this evaluation, you may attach or submit a response or rebuttal to this evaluation to your Personnel Action File and/or request a meeting with the evaluator.

By signing this form, you are not indicating that you agree with the evaluation. Your signature indicates that you have been provided with a copy of this evaluation.

Signature of Assistant Coach

Date

Signature of Director of Athletics

Date

Signature of Head Coach

Date

Approved by Academic Senate 04/06/2016
FORM D: INTERNAL PEER INPUT (OPTIONAL)

HEAD OR ASSISTANT COACH'S NAME________________________________________________

SPORT_________________________ YEAR___________________________

INTERNAL PEER NAME______________________________________________________

RELATIONSHIP TO COACH____________________________________________________

PROVIDE ASSESSMENT OF COACH'S PERFORMANCE BELOW:

PEER SIGNATURE:___________________________________________________________ DATE:________

Approved by Academic Senate 04/06/2016