

**2007/2008**  
**Annual Review of Coaches Calendar**  
 Schedule for First, Second, Third, and Fifth Year Coaches and  
 Coaches Scheduled for Post Five-Year Reviews

---

This periodic review calendar is published at this time to allow coaches sufficient time to prepare their files for annual review. Policies and procedures governing review of coaches are included in the attached document and are consistent with Section 304.6 and applicable portions of Section 305 of the *CSUB Faculty Handbook*.

*Note that at all levels of review, coaches are to be given a copy of the recommendations before the recommendations are forwarded to a subsequent level of review. Coaches may submit a written rebuttal statement or response and/or request a meeting be held with the evaluator to discuss the recommendations within ten (10) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the Working Personnel Action File and also shall be sent to all previous levels of review. This shall not require that the evaluation timelines be altered.*

**January 11, 2008**

Friday, 5:00 p.m.

Coaches submit materials related to evaluation of teaching to Physical Education & Kinesiology (PEAK) Department.

**February 11, 2008**

Monday, 9:00 a.m.

PEAK Department submits evaluation of performance to Dean of the School of Education, with copy to coach.

**March 12, 2008**

Wednesday, 9:00 a.m.

The Dean of the School of Education submits evaluation of each teaching coach's performance to Director of Athletics to be included in coach's Personnel Action File, with copy to coach under review.

**March 14, 2008**

Friday, 9:00 a.m.

Last opportunity for insertion of material in Working Personnel Action File by anyone other than coach. Files are available to coaches being evaluated.

**March 22, 2008**

Friday, 9:00 a.m.

**End of period in which coach has access to file** and opportunity to insert material in the Working Personnel Action File. Files made available to Director of Athletics.

**May 9, 2008**

Friday, 5:00 p.m.

Completion of evaluation by Director of Athletics. Copies of evaluation to coaches. Director of Athletics forwards recommendation to the Provost and Vice President for Academic Affairs.

**May 23, 2008**

Friday, 5:00 p.m.

Provost and Vice President for Academic Affairs notifies coaches regarding reappointment.

(Over)

## **Annual Review of Coaching Staff**

---

### **Reporting Relationships of Coaches**

Responsibilities, assignments, and reporting relationships of coaches are different from regular faculty. Coaches have a direct reporting relationship to the Director of Athletics, and the Director of Athletics is responsible for the annual review of the coaching staff. However, coaches also teach physical education courses in the School of Education and are evaluated accordingly.

### **Teaching Evaluation by the School of Education**

The faculty in the Department of Physical Education and Kinesiology (PEAK) and the Dean of the School of Education are responsible for the quality of instruction offered in the PEAK curriculum. Therefore, the faculty in PEAK and the Dean of the School of Education must periodically evaluate the teaching performance of coaches and other faculty who teach physical education courses. In the case of coaches, the teaching evaluations carried out by the department and Dean will be forwarded directly to the Director of Athletics with a copy placed in the Personnel Action File of the individual coach. This part of the process should be completed by the Review Calendar deadline. The Personnel Action Files for coaches will be housed in the Office of the Director of Athletics, and safeguarding and keeping those files are the responsibility of the Director of Athletics.

### **Evaluation by the Director of Athletics**

The Director of Athletics is responsible for all other aspects of the evaluation of members of the coaching staff. It is expected that the Director of Athletics will also reflect on the evaluation of teaching provided by the PEAK Department faculty and the Dean of the School of Education when developing annual reviews of coaches.

The Provost and Vice President for Academic Affairs, when considering reappointment, will then have recommendations from the Director of Athletics and the review of teaching performance provided by the faculty in the PEAK Department and the Dean of the School of Education.

Since April 1 is the appointment anniversary for the Head Basketball Coach, teaching evaluations and recommendations for the Head Basketball Coach should be completed by February 1. In this case, the Director of Athletics' evaluation and recommendation should be forwarded to the Provost and Vice President for Academic Affairs by March 1.

### **Final Action by Provost and Vice President for Academic Affairs**

The process concludes each year with the Director of Athletics forwarding a recommendation regarding reappointment of each member of the coaching staff to the Provost and Vice President for Academic Affairs. Final positive action on reappointment is the extension of an offer of employment by the Provost and Vice President for Academic Affairs.

### **Frequency of Evaluations**

Coaches are to be evaluated in their first, second, third, and fifth years of appointment. Subsequent evaluations will be every three years.

### **Composition of Department Peer Review Committee**

The School of Education shall select a peer review committee for the purpose of evaluating the teaching performance of coaches. The committee shall consist of no fewer than three full-time faculty unit employees, one of whom is selected from the full-time coaching staff.

(Annual Review calendar on reverse side)