

1 **COACHING FACULTY EVALUATION POLICY FOR**
2 **THE DEPARTMENT OF ATHLETICS**
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4 **Definition:** A policy for the evaluation of coaches in the Department of Athletics.
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6 **Authority:** CSU / CFA Unit 3 Collective Bargaining Agreement.
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8 **Scope:** Coaching faculty within the Department of Athletics.
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10 **I. General Elements**
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12 The purpose of this policy is to provide procedures for periodic performance review of coaching faculty.
13 The policy follows the procedures for periodic evaluation in accordance with the Collective Bargaining
14 Agreement (CBA)¹. Within 14 days of appointment, the Director of Athletics will provide coaching
15 faculty Unit 3 employees with a copy of this policy on Evaluation of Coaching Faculty Unit 3 Employees.
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17 **II. Evaluation process for Head Coaches**
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19 A. The Working Personnel Action File: The coach will submit the components below as part of the
20 Working Personnel Action File (WPAF).

- 21 1. Form A1 with the pre-season goals section completed.
22 2. A personal post-season assessment. This assessment may include a simple outline of which goals
23 were met and which were not or a more detailed discussion of how or why goals were or were not
24 met. Supporting materials may be included as well.
25 3. Student-athlete evaluations.
26 4. Peer input (optional).
27

28 The WPAF shall be submitted to the AD by Jan. 2 for Fall sports.

29 The WPAF shall be submitted to the AD by Jun. 1 for Spring sports.
30

31 B. Goal-setting and follow-up meetings: Prior to each season of competition, the head coach and the
32 Director of Athletics (AD) will meet to set goals for the upcoming season. Goals will be set in the
33 areas of team athletic performance, team academic performance, fundraising, and recruiting; an
34 "other" category will also be available for any program-specific goals that may apply. It is expected
35 that the goals will be challenging but realistic -- not unreasonable or unattainable.
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37 At the conclusion of each season, after the WPAF is submitted or after the applicable WPAF deadline
38 if no WPAF is submitted, the head coach and AD will meet to assess whether or not the goals set were
39 met. If the goals were not met, they will discuss the reasons.
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41 The goals set and the follow-up assessment will be documented on Form A1, "CSUSM
42 Intercollegiate Athletics: Season Goals."
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44 Timeline:

- 45 ○ Pre-season meetings held before first official contest.
46 ○ Post-season meetings held as soon after conclusion of season as possible with Jan. 9
47 deadline for

¹ The evaluation of temporary faculty is governed by Article 15 of the Collective Bargaining Agreement.

- 48 o Fall Sports and a Jun. 8 deadline for Spring sports.
49
50 C. Student-athlete evaluations: Head coaches will be evaluated by their student-athletes using Form B1,
51 “Student-Athlete Evaluation Of CSUSM Intercollegiate Athletics (Head Coach).”
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53 The Office of Institutional Research will administer the evaluations electronically to each team near
54 the conclusion of the season. The evaluation results will be sent to the coach and to the AD.
55

56 Timeline: The forms will be administered during the same time span as the course evaluations for the
57 instructional faculty. Fall sports student-athlete evaluations will be administered in the same period
58 as fall semester course evaluations, and spring sports student-athlete evaluations will be administered
59 in the same period as spring semester course evaluations.
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- 61 D. Peer input (optional): Coaches have the option of submitting letters or other forms of documentation
62 of their coaching from their peers. It is understood that input from persons not familiar with the daily
63 operation of the teams will carry less weight than input from informed persons.
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65 Peer input will be submitted as part of the Working Personnel Action File (WPAF). All deadlines
66 applying to the WPAF in this document also apply to peer input.
67

- 68 E. Performance Appraisal: The information from the WPAF, including documentation of goal-setting
69 and follow-up meetings, student evaluations, and peer input (if any) will be part of the informational
70 basis for a coach performance appraisal to be done by the AD. . The AD will use Form C1, “Cal
71 State San Marcos Athletics Performance Appraisal For Head Coaches.”
72

73 The AD will then meet with each coach to review the performance appraisal. The AD and coach will
74 both sign the performance appraisal form; the coach’s signature will indicate that she/he has reviewed
75 the form and had an opportunity to discuss it with the AD, not necessarily that she/he agrees with the
76 appraisal. Copies of the performance appraisal form will be given to the coach and placed in the
77 coach’s Personnel Action File (PAF).
78

79 Timeline:

- 80 o For Fall sports: performance appraisal forms must be completed by Jan 16.
81 o For Spring sports: performance appraisal forms must be completed by June 15.
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83 **III. Evaluation process for Assistant Coaches** 84

85 A. The Working Personnel Action File: The assistant coach will submit the components below as part of
86 the Working Personnel Action File (WPAF).

- 87 1. Form A2 with the expectations section completed.
88 2. A personal post-season assessment. This assessment may include a simple outline of which
89 expectations were met and which were not or a more detailed discussion of how or why expectations
90 were or were not met. Supporting materials may be included as well.
91 3. Student-athlete evaluations.
92 4. Peer input (optional).
93

94 The WPAF shall be submitted to the AD by Jan. 2 for Fall sports.
95 The WPAF shall be submitted to the AD by Jun. 1 for Spring sports.
96

- 97 B. Expectation-setting and assessment meetings: Prior to each season of competition, the head coach and
98 the AD will meet with each assistant coach to set expectations for assistant coach performance for the

99 upcoming season. Duties with respect to attendance at practice and competition; work with student-
100 athletes; and administrative duties will be set; an “other” category will also be available for any program-
101 specific duties that may apply.

102
103 At the conclusion of each season and after the WPAF is submitted or after the deadline if now WPAF is
104 submitted, the head coach and AD will meet again with each assistant coach to assess whether or not the
105 expectations were met.

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107 The expectations set and the follow-up assessment will be documented on Form A2 “CSUSM
108 Intercollegiate Athletics: Season Goals.”

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110 Timeline:

- 111 ○ Pre-season meetings held before first official contest.
- 112 ○ Post-season meetings held as soon after conclusion of season as possible.

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114 C.. Student-athlete evaluations: Assistant coaches will be evaluated by their student-athletes using Form
115 B2, “Student-Athlete Evaluation Of CSUSM Athletics (Assistant Coach).” Because of the unique
116 responsibilities of track and field assistant coaches, they will be evaluated with a separate form, Form B3,
117 “Student-Athlete Evaluation Of CSUSM Athletics (Assistant Track and Field Coach).”

118
119 The Office of Institutional Research will administer the evaluations electronically to each team near the
120 conclusion of the season. The evaluation results will be sent to the coach and to the AD.

121
122 Timeline: The forms will be administered during the same time span as the course evaluations for the
123 instructional faculty. Fall sports student-athlete evaluations will be administered in the same period as
124 fall semester course evaluations, and spring sports student-athlete evaluations will be administered in the
125 same period as spring semester course evaluations.

126
127 D. Peer input (optional): Coaches have the option of submitting letters or other forms of documentation
128 of their coaching from their peers. It is understood that input from persons not familiar with the daily
129 operation of the teams will carry less weight than input from informed persons.

130
131 Peer input will be submitted as part of the Working Personnel Action File (WPAF). All deadlines
132 applying to the WPAF in this document also apply to peer input.

133
134 E. Performance Appraisal: The information from the WPAF, including documentation of expectation-
135 setting and follow-up meetings, student evaluations, and peer input (if any) will be part of the
136 informational basis for a coach performance appraisal to be completed by the head coach and AD. The
137 AD will complete Form C2, “Cal State San Marcos Athletics Performance Appraisal For Assistant
138 Coaches.”

139
140 The AD will then meet with each assistant coach to review the performance appraisal. The AD and
141 assistant coach will both sign the performance appraisal form; the assistant coach’s signature will indicate
142 that she/he has reviewed the form and had an opportunity to discuss it with the AD, not necessarily that
143 she/he agrees with the appraisal. Copies of the performance appraisal form will be given to the coach and
144 placed in the coach’s Personnel Action File (PAF).

145
146 Timeline:

- 147 ○ For Fall sports: performance appraisal forms must be completed by Jan 16.
- 148 ○ For Spring sports: performance appraisal forms must be completed by June 15.

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150 **IV. Coaching faculty rebuttal/response process**

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152 Per section 15.5 of the Collective Bargaining Agreement between the CFA and the CSU: 15.5

153 The head coach or assistant coach may submit a rebuttal statement or response

154 in writing and/or request a meeting be held to discuss the evaluation within

155 ten (10) days following receipt of the evaluation. A copy of the response or

156 rebuttal statement shall be placed in the PAF.

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158 **V. Forms to be used for evaluation of coaching faculty**

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160 A. Form A1: CSUSM Intercollegiate Athletic Season Goal Meetings – form for head coaches.

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162 B. Form A2: CSUSM Intercollegiate Athletic Season Goal Meetings – form for assistant coaches.

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

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

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168 E. Form B3: Student-Athlete Evaluation Of CSUSM Intercollegiate Athletics (Track and Field

169 Assistant Coach)

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

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

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FORM A2: CSUSM INTERCOLLEGIATE ATHLETICS: SEASON GOALS

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:** _____

PRE-SEASON EXPECTATIONS	POST-SEASON ASSESSMENT
1. Attendance Practice:	1. Attendance Practice:
Competition:	Competition:
2. Work with student-athletes	2. Work with student-athletes
3. Administrative duties	3. Administrative duties
5. Other	5. Other
Asst. Coach Signature* Date	Asst. Coach Signature** Date
Head Coach Signature Date	Head Coach Signature Date
Director, Athletics, Signature Date	Director, 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.

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**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

	A great deal	Somewhat	Not at all
How has your technical skill in your sport improved this year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	A great deal	Somewhat	Not at all
How has your knowledge of your sport improved this year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	A great deal	Somewhat	Not at all
How has your physical fitness improved this year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	A great deal	Somewhat	Not at all
How has your overall athletic performance improved this year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Highly satisfied	Somewhat satisfied	Somewhat dissatisfied	Highly dissatisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

244 **EVALUATION OF HEAD COACH**

245 Please rate your **head coach** on the following items by marking the appropriate box. If you
 246 wish, in the line below the box you may add any comments that you feel are appropriate
 247

248 Your head coach...	Strongly agree	Agree somewhat	Disagree somewhat	Strongly disagree
251 Has knowledge and 252 expertise in your sport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
255 Keeps informed of current 256 techniques and strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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259 Attends all practices and 260 contests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
264 Consistently maintains office 265 hours as scheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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269 Uses practice time 270 effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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274 Exercises appropriate 275 control in practice and 276 contests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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280 Provides a safe, healthy 281 environment for 282 student-athletes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		Strongly agree	Agree somewhat	Disagree somewhat	Strongly disagree
288	Your head coach...				
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291	Demonstrates professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
292	conduct with officials				
293					
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296	Demonstrates professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
297	conduct with athletes				
298					
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301	Displays a professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
302	appearance				
303					
304					
305					
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307	Your head coach...	Strongly agree	Agree somewhat	Disagree somewhat	Strongly disagree
308					
309					
310	Develops and clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
311	communicates team				
312	goals and objectives				
313					
314					
315	Establishes and clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
316	communicates team (or				
317	meet/tournament/etc.)				
318	selection criteria				
319					
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321					
322	Establishes and clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
323	communicates team rules				
324					
325					
326					
327	Applies team discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
328	appropriately and				
329	consistently				
330					

		Strongly agree	Agree somewhat	Disagree somewhat	Strongly disagree
331	Your head coach...				
332					
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334	Provides opportunity				
335	for discussion and questions				
336	of areas of concern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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340	Motivates athletes effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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344	Communicates awareness of				
345	and compliance with				
346	NAIA and university rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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350	Understands athletic eligibility				
351	rules and informs athletes of				
352	those requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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356	Organizes away trips that are				
357	well-planned and efficiently				
358	run	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
359		<hr/>			
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362	Organizes home contests and				
363	events that are well-planned				
364	and efficiently run	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
365		<hr/>			
366					
367					
368	Overall, how effective has your head coach been this year?				
369					
370	Highly		Somewhat	Somewhat	Highly
371	effective		effective	ineffective	ineffective
372	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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375 **What do you consider to be the strengths of your head coach?**

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391 **What do you consider to be the weaknesses of your head coach (if any), and what**
392 **suggestions do you have that might help your head coach be more effective?**

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409 **Please include any other comments you feel are appropriate.**

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**FORM B2: STUDENT-ATHLETE EVALUATION OF CSUSM
INTERCOLLEGIATE ATHLETICS (ASSISTANT COACH)**

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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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

What do you consider to be the weaknesses of your assistant coach (if any), and what suggestions do you have that might help your assistant coach be more effective?

Please include any other comments you feel are appropriate.

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

	A great deal	Somewhat	Not at all
How has your technical skill in your sport improved this year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	A great deal	Somewhat	Not at all
How has your knowledge of your sport improved this year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	A great deal	Somewhat	Not at all
How has your physical fitness improved this year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	A great deal	Somewhat	Not at all
How has your overall athletic performance improved this year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Highly satisfied	Somewhat satisfied	Somewhat dissatisfied	Highly dissatisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

518 **EVALUATION OF ASSISTANT COACH**

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

522	523 Your assistant coach...	Strongly	Agree	Disagree	Strongly	
524		agree	somewhat	somewhat	disagree	
525	Has knowledge and					
526	expertise in your sport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
527	<hr/>					
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529	Keeps informed of current					
530	techniques and strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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533	Attends all practices and					
534	contests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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538	Consistently maintains office					
539	hours as scheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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543	Uses practice time					
544	effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
545	<hr/>					
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548	Exercises appropriate					
549	control in practice and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
550	contests	<hr/>				
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554	Provides a safe, healthy					
555	environment for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
556	student-athletes	<hr/>				
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	Strongly agree	Agree somewhat	Disagree somewhat	Strongly disagree
561 Your assistant coach...				
562				
563				
564 Demonstrates professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
565 conduct with athletes				
566				
567				
568 Motivates athletes effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
569				

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

Highly effective	Somewhat effective	Somewhat ineffective	Highly ineffective
573			
574			
575			
576	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

577 **What do you consider to be the strengths of your assistant coach?**
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 579 _____
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589 **What do you consider to be the weaknesses of your assistant coach (if any), and what**
 590 **suggestions do you have that might help your assistant coach be more effective?**
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600 **Please include any other comments you feel are appropriate.**
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**FORM C1: CAL STATE SAN MARCOS ATHLETICS
PERFORMANCE APPRAISAL for
HEAD COACHES**

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Name _____ Sport _____

Appraisal Period _____ Years in Current Position _____

Team GPA _____ Graduation Rate _____

Regional / 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 unacceptable performance or exceptional 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, boosters, media, fans, and parents _____
- f. Conducts self and program in a professional manner at all times _____
- g. Attends meetings and Athletic Department functions as requested _____
- h. Supports community events through team and personal participation _____
- i. Demonstrates commitment to NAIA Code of Ethics and Coaches Code _____
- j. Sets meaningful goals for team athletic achievement _____

COMMENTS

- 668 II. ADMINISTRATIVE QUALITIES
- 669
- 670 a. Effectively plans, administers, and monitors team scheduling _____
- 671 b. Effectively plans, administers, and monitors team travel _____
- 672 c. Completes reports promptly and maintains organized records _____
- 673 d. Has developed and enforces written team rules and expectations _____
- 674 on and off the field, and on and off the campus _____
- 675 e. Arranges a competitive competition schedule within budgetary limits _____
- 676 f. Makes effective use of Assistant Coaches and student workers _____
- 677 g. Manages sport budget effectively _____
- 678 h. Participates in the promotion of the sport _____
- 679 i. Demonstrates adherence to Athletic Department policies relating to _____
- 680 purchasing and travel _____
- 681 j. Makes effective use of resources _____
- 682 k. Overall management of the sports program _____

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684 COMMENTS

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- 695 III. COACHING SKILLS
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- 697 a. Displays a technical knowledge of the sport for competitive _____
- 698 NAIA play _____
- 699 b. Maintains a current knowledge of sport rules and trends _____
- 700 c. Demonstrates ability to effectively teach players in sport techniques _____
- 701 d. Demonstrates ability to motivate players to produce maximum results _____
- 702 e. Exercises control, leadership, and sound judgment during practices _____
- 703 and competitive events _____
- 704 f. Maintains a positive rapport with and shows respect toward athletes _____
- 705 g. Provides a role model for student athletes _____
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707 COMMENTS

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- 726 IV. RULES COMPLIANCE
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- 728 a. Understands and complies with NAIA rules and regulations _____
- 729 b. Understands and complies with applicable university student athlete recruitment _____
- 730 policy _____
- 731 d. Understands, instructs athletes regarding, and enforces university _____
- 732 Student Athlete Code of Conduct _____
- 733 e. Understands and complies with university regulations _____
- 734 f. Understands and complies with Athletic Department policies and procedures. _____
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- 736

737 COMMENTS

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749 V. ATHLETE ACADEMIC ACHIEVEMENT

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- 751 a. Promotes student athlete academic progress _____
- 752 b. Works cooperatively with academic support services to _____
- 753 monitor the academic progress of student athletes _____
- 754 c. Makes a consistent effort toward the improvement of graduation _____
- 755 rates for team members _____
- 756 d. Overall team academic achievement _____
- 757 e. Supports and encourages student athletes in the use of academic resources and _____
- 758 advising _____
- 759

760 COMMENTS

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838 **FORM C2: CAL STATE SAN MARCOS ATHLETICS**
 839 **PERFORMANCE APPRAISAL for**
 840 **ASSISTANT COACH**

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 843 Name _____ Sport _____
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 846 Appraisal Period _____ Years in Current Position _____
 847 -----

848 The following scale will be used to rate performances in each of the areas listed below. Ratings of
 849 unacceptable performance or exceptional performance will be accompanied by written comments.
 850

851	NA	-	Not Applicable or Not Observed	3	-	Satisfactory
852	1	-	Unsatisfactory	4	-	Commendable
853	2	-	Marginal	5	-	Outstanding

- 854
 855 I. COMMITMENT TO THE GOALS OF THE UNIVERSITY / DEPARTMENT OF ATHLETICS
 856 a. Demonstrates commitment to the mission and purpose of the university _____
 857 b. Demonstrates commitment to the mission and purpose of Athletics _____
 858 c. Communicates effectively with internal groups: other coaches and staff _____
 859 d. Works cooperatively with internal groups: other coaches and staff _____
 860 e. Communicates effectively with external groups: faculty, media,
 861 fans, and parents _____
 862 f. Conducts self and program in a professional manner at all times _____
 863 g. Attends meetings and Athletic Department functions as requested _____
 864 h. Supports community events through personal
 865 participation _____
 866 i. Demonstrates commitment to NAIA Code of Ethics and Coaches Code _____
 867 j. Sets meaningful goals for team athletic achievement _____
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869 COMMENTS
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- 875 II. ADMINISTRATIVE QUALITIES
 876 a. Effectively assists with team scheduling (if applicable) _____
 877 b. Effectively assists with team travel (if applicable) _____
 878 c. Completes reports promptly and maintains organized records _____
 879 d. Enforces written team rules and expectations on and off the field,
 880 and on and off the campus _____
 881 e. Maintains expenditures within budget parameters _____
 882 f. Participates in the promotion of the sport _____
 883 g. Demonstrates adherence to Athletic Department policies relating to
 884 purchasing and travel _____
 885 h. Makes effective use of resources _____
 886 i. Keeps abreast of departmental communications, including via e-mail
 887 and voice-mail _____
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889 COMMENTS
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- 894 III. COACHING SKILLS
- 895 b. Displays a technical knowledge of the sport for competitive
- 896 NAIA play _____
- 897 b. Maintains a current knowledge of sport rules and trends _____
- 898 c. Demonstrates ability to effectively teach players in sport techniques _____
- 899 d. Demonstrates ability to motivate players to produce maximum results _____
- 900 e. Exercises control, leadership, and sound judgment during practices _____
- 901 and competitive events _____
- 902 f. Maintains a positive rapport with and shows respect toward athletes _____
- 903 g. Provides a positive role model for student athletes _____
- 904

905 COMMENTS

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- 916 IV. RULES COMPLIANCE
- 917 a. Understands and complies with NAIA rules and regulations _____
- 918 b. Understands, instructs athletes regarding, and enforces university
- 919 Student Athlete Code of Conduct _____
- 920 c. Understands and complies with university regulations _____
- 921

922 COMMENTS

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- 934 V. ATHLETE ACADEMIC ACHIEVEMENT
- 935 a. Promotes student athlete academic progress _____
- 936 b. Works cooperatively with academic support services to
- 937 monitor the academic progress of student athletes _____
- 938 c. Makes a consistent effort toward the improvement of graduation
- 939 rates for team members _____
- 940 d. Supports and encourages student athletes in the use of academic resources
- 941 and advising. _____
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944 COMMENTS

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- 951 VI. RECRUITING
- 952
- 953 a. Understands that the head coach is responsible for recruiting,
954 and coordinates all recruiting efforts with head coach _____
- 955 b. Understands NAIA rules governing contact with recruits _____
- 956 c. Makes no offers or promises regarding university admissions, scholarships,
957 etc., without the prior written approval of the head coach _____
- 958 d. Establishes a rapport with regional high schools and coaches _____
- 959 e. Responds promptly to all inquiries and correspondence _____
- 960 f. Accurately assesses prospective student-athletes _____
- 961

962 COMMENTS

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972 OVER ALL EVALUATION AND COMMENTS

Over all Evaluation : _____
(enter O, C, S, etc. for overall rank)

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983 COMMENTS BY DIRECTOR OF ATHLETICS

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992 A copy of this evaluation will be placed in your Personnel File five days from this date pursuant
993 to personnel policy. You may attach or submit to your Personnel File a detailed response to this
994 evaluation.

995

996 By signing this form, you are **not** indicating that you agree with the evaluation. Your signature indicates
997 that you have been provided with a copy of this evaluation and have had an opportunity to discuss
998 it with your sports supervisor.

999

1000

1001 _____

1002 Signature of Coach Date Signature of Athletic Director Date

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1005 _____

1006 Signature of Head Coach Date

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NEAC Recommendations to the Academic Senate

Committee	Seat (#)	Term	Name(s)
Academic Senate	CoAS	08-10	Nicoleta Bateman
Academic Senate	CoBA	08-10	Ofer Meilich
Academic Policy Committee	Library	08/09	Ian Chan
Academic Policy Committee	CoAS	Fall '08	Kristin Bates
Academic Policy Committee	At large	08-10	Kathy Hayden
Faculty Scholarship Committee	CoBA	08-11	Bruce Rich
General Education Committee	CoBA	08-10	Chetan Kumar
Nominations, Elections, Appointments & Const. Cmte.	Library	08-10	Pearl Ly
Risk Management Advisory Cmte.	At large	08-10	Liliana Rossmann
Student Grade Appeals Committee**	At large (2)	08-10	Ranjeeta Basu
Student Grade Appeals Committee**	At large - Alt.	08-10	Deborah Kristan
University Curriculum Committee	At large	08-10	Yi Sun
University Computing & Telecommunications Cmte.	CoAS	08-10	Russell Jackson
University Global Affairs Committee	CoAS	08-10	Alyssa Sepinwall

***must be tenured*