



Kutztown University

of the Pennsylvania State System of Higher Education
Kutztown, PA 19530

Vice President for Student Affairs
(610) 683-4020

Management and APSCUF-KUP agree to implement the attached Timeline/Schedule for Coach Evaluations, Directions for the Conduct of Student Evaluations of Coaches, and Student-Athlete Coach Evaluation for the fall and spring semesters, 2002-2003.

Approved:

Charles J. Woodard 4/11/03
for Management, KUP Date

Approved:

Gary B. Brey 4/30/03
for APSCUF/KUP Date

bke
4/11/03

Proposed Timeline
One-time, Non-precedent Setting
For Evaluation of All Coaches
for the
2002-2003 Academic Year

April 25, 2003

Formal approval for all instruments and directions used in the Evaluation of Coaches

May 9, 2003

ALL CONTRACT GROUPINGS

Student Evaluations Completed
Peer Evaluations Completed

FALL & SPRING CONTRACT GROUPINGS (SUMMER GROUPING FOLLOWS NORMAL SCHEDULE)

Assistant Coach Self-evaluation to Head Coach
Head Coach Self-evaluation to Athletic Director

May 23, 2003

FALL & SPRING CONTRACT GROUPINGS (SUMMER GROUPING FOLLOWS NORMAL SCHEDULE)

Head Coach Evaluation of Assistant Coach to Assistant Coach

June 6, 2003

FALL CONTRACT GROUPING*

Athletic Director's Draft Evaluation to all coaches – steps 'H' through 'L' then proceed according to individual coach's actions.

*Athletic Director's Draft Evaluation to all coaches in SPRING CONTRACT GROUPING due two weeks after AD's Final Evaluations for Fall Contract Grouping are delivered to coaches and Vice President of Student Affairs. Steps 'H' through 'L' then proceed according to individual coach's actions.

*Athletic Director's Draft Evaluation to all coaches in SUMMER CONTRACT GROUPING due two weeks after AD's Final Evaluations for Spring Contract Grouping are delivered to coaches and Vice President of Student Affairs. Steps 'H' through 'L' then proceed according to individual coach's actions.

071
-

Kutztown University of Pennsylvania

Directions For the Conduct of Student Evaluations of Coaches

1. Each head coach will be responsible to set a time and date, and arrange an appropriate place for **all** student-athletes participating in their program, to complete a student evaluation for **all** APSCUF Non Faculty coaches. The date should not be prior to two weeks before the sports' conference championship or last scheduled contest and not more than two weeks after that same event. It is recommended that the evaluation not take place on the day of a contest and be done prior to practice or team meetings.
2. Once the date is set, the **peer evaluator** responsible for evaluating that particular head coach (and staff) is responsible to pick up the necessary supplies (Evaluation form(s), pencils, instructions and return envelope) to conduct the evaluations, from the Department office. The coach(s) being evaluated should not be present or in the vicinity during the evaluation.
3. Prior to the administration of the evaluations, the **peer evaluator** should read the attached statement to the team. The **peer evaluator** should then distribute materials to include enough evaluations for each coach.

STATEMENT TO BE READ TO STUDENTS BY PEER EVALUATOR

This is an opportunity for all team members to honestly and carefully evaluate their coaches for the purpose of improving coaching performance during their annual review. Each of you should attempt to answer each question in a thoughtful and mature manner. There should be no discussions or collaboration with others about how you answer any particular question. The coaches and staff believe that your perceptions are important and that you take this opportunity seriously. Neither your particular answers, personal information, or comments will be shared with your coach before they are summarized to protect your identity. When making comments, please provide specific examples for points you want to make as opposed to general statements. When you have completed your evaluation for each coach, please place it in the appropriate envelope after which you are free to leave.

Students should be reminded at this time to fill out their sport name to include gender and peer evaluators should be prepared to explain what is meant by the options requested with "Role on Team",

4. After all students have completed the evaluations all materials should be collected. There should be a separate return envelope for each coach being evaluated and the coach's name should be on the outside. Evaluations should be placed in the appropriate envelope, sealed by the peer evaluator and his/ her signature should be affixed across the seal.
5. The sealed envelopes should be submitted to the director of athletics or department secretary immediately after the evaluation is completed unless neither of those individuals is available in which case they should be submitted within 24 hours of the evaluation time.

OKAM

Kutztown University of Pennsylvania
TIMELINE/ SCHEDULE FOR COACHES EVALUATIONS
 Refer to Article 23 of the CBA

Contract Dates/ Groups	Fall Grouping December	Spring Grouping April	Summer Grouping June
A. Student Evaluations	Within two weeks after end of season	Within two weeks after end of season	Within two weeks after end of season
B. Peer Evaluations	Within two weeks after end of season	Within two weeks after end of season	Within two weeks after end of season
C. Asst. Coaches' Self Evaluation to Head Coach	Within two weeks after end of season	Within two weeks after end of season	Within one week after end of season
D. Head Coaches' Self Evaluation to AD	One week after last day of Fall Finals	Within three weeks after end of season	Within one week after end of semester or within one week after end of season
E. Head Coaches' Evaluation of Assts. to Assistants	One week after last day of Fall Finals	Within three weeks after end of season	Within two weeks after end of semester or within two weeks after end of season
F. Head Coaches' Evaluation of Assts. to AD (after asst has had opportunity to discuss w/ HC)	Within two weeks after last day of Fall Finals	Within four weeks after end of season	Within three weeks after end of semester or within three weeks after end of season
G. AD's DRAFT Evaluation to All Coaches (head and Asst)	Within 4 weeks of last day of Fall Finals	Within one week of last day of Spring Finals	Within 4 weeks of end of season or 4 weeks of end of Spring Semester
H. Opportunity for Coach to discuss DRAFT evaluation with AD	If meeting desired, coach notifies AD in writing within one week of delivery of draft. Coach makes appt. with AD for meeting to occur within one week of written request.	Same as Fall	Same as Fall
I. AD's Final Evaluation to COACH and VPSA	Within one week after coach meets with AD or after deadline for coach to schedule meeting has passed.	Same as Fall	Same as Fall
J. Deadline for Coaches to attach written comments to AD Final evaluation	Within ten days of delivery. Copy to VPSA and AD	Same as Fall	Same as Fall

<u>Contract Dates/ Groups</u>	<u>Fall Grouping December</u>	<u>Spring Grouping April</u>	<u>Summer Grouping June</u>
K. Opportunity for Coach to discuss AD evaluation with VPSA	If meeting desired, coach notifies VP in writing within one week of delivery of AD's Final evaluation. Coach makes appt. with VP for meeting to occur within two weeks of written request.	Same as Fall	Same as Fall
L. VP's Adjusted Evaluation to COACH, AD and Official Personnel File	Within two weeks after coach meets with VP or after deadline for coach to schedule meeting has passed.	Same as Fall	Same as Fall

After the timelines above have passed, subsequent steps should proceed, unless mutually agreed to by the coach and athletic director or reviewing officer in advance of a deadline.

Contract Notes: Action or inaction by a coach, peer evaluators, and the Athletic Director shall not be subject to the provisions of Article 4, Grievance Procedure and Arbitration. **ARTICLE 23, Section 7.**

The failure of a coach or Athletic Director to carry out his/ her duties and responsibilities shall not bar the reviewing officer from conducting, in good faith, a performance evaluation for appropriate purposes under this agreement. **Article 23, Section 8.**

Definitions/ Notes:

"End of Season", appropriate conference championship or last scheduled contest.

"Scheduled", last approved collegiate event in which any member of team participates.

For coaches who coach both men and women, the evaluation timeline shall follow the team finishing their season the latest.

Student Evaluations must be done during the regular academic year unless the entire team is available outside of that time and within evaluation timelines.

"End of Semester" and "last day of finals" are the same and defined by State System common calendar beginning in Fall 2003.

Dates shall be **delivery dates** either to coaches mailboxes (KY 183) when delivered by AD (or designee) or to AD's office (one of two secretaries) to be date stamped when delivered by coaches.

Official vacations for either coaches, AD or VP may extend any deadlines.

Evaluation Period: This evaluation cycle covers twelve months (one year).

Appointments with AD or VPSA should be made in person or over the phone directly, or with appropriate secretary(s). Voice mail or email is not acceptable.

