



## PROCEDURE

### **Seasonal Coach Contract, Salary, and Evaluation**

Procedure Administrator: Director of Athletics & Recreational Programs and Services

Authority: N.J.S.A. 18A:64-8

Effective Date: September 8, 1982; April 20, 2010; December 16, 2020

Index Cross-References:

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Approved By: Dr. Harvey Kesselman, President

This procedure describes the method of contracting and compensating seasonal coaches for Athletics sport programs.

#### A. Seasonal Coach Contract:

- When possible, contracts should extend for the entire fiscal year.
- Returning Coach - when the Office of Athletics and Recreation secures the services of a returning coach, the contract will be issued at the beginning of the fiscal year.
- New Coach – the emphasis is placed on securing new coaches before the start of the fall term. In cases where this is not possible (i.e., present coach resigns or is released from their responsibilities), the new coach's contract may be issued at any time of the year and extended until the end of the fiscal year.

#### B. Seasonal Coach Compensation:

- Seasonal coaches are compensated at a level that the Office of Athletics and Recreation and the Office of Human Resources deem fair and equitable to secure quality seasonal coaches.
- The playing season is the official start date of practice for all sports and includes regularly scheduled practices and games as well as any post-season competition.

The compensation is determined by assessing factors including the length of the season, coaching experience, Affirmative Action and Title IX.

#### C. Seasonal Coach Evaluation:

- The evaluation process of a head seasonal coach begins prior to the completion of the sport season. The coach is notified of the Office of Athletics and Recreation's recommendation before the end of the playing season.

- The criteria for evaluation are:
  - Adherence to contractual responsibilities
  - Achievement of goals and objectives
  - Recruitment
  - Rapport with student athletes
  - Team performance
  - Academic performance of the student athletes
  - Overall contribution to the University
- Head Seasonal Coaches are required to complete a self-evaluation which includes:
  - Assessment of goals and objectives for the past season
  - Significant achievement(s) or honors
  - Challenges encountered during the past season
  - Recommended program improvements
  - Goals and objectives for next year
  - Assistant coach(es) recommended for next year
  - Any additional comments

The self-evaluation form is provided to the head coach prior to the start of the playing season. The completed self-evaluation is discussed by the Executive Director of Athletics and Recreation and the head coach at a season-ending meeting.

#### D. Disciplinary Actions for Seasonal Coach

- If there is evidence that a coach misrepresented the University, demeaned Athletics and Recreation's programs, or ignored directions from the Executive Director of Athletics and Recreation (or designee), the Executive Director will investigate. If warranted, the Executive Director, in consultation with the Office of Human Resources, will recommend a course of disciplinary action.
- Recommendations for disciplinary actions may comprise the following:
  - Reprimand
  - Termination of coaching contract

#### Review History:

	Date
Procedure Administrator	11/17/2020
Divisional Executive	11/17/2020
General Counsel	12/07/2020
Cabinet	12/16/2020
President	12/16/2020