

APPENDIX E

**STATE SYSTEM OF HIGHER EDUCATION COACHES
PERFORMANCE REVIEW AND EVALUATION DOCUMENT**

Coach's Name: _____

Type of Report: Annual _____

University: _____

Interim _____

Evaluation Period: _____

Athletic Director's Signature: _____ Date: _____

Head Coach's Signature (for Assistant Coach's Evaluation): _____ Date: _____

- OVERALL EVALUATION RATING:
- Significantly exceeds expectations
 - Above expectations
 - At expectations
 - Below expectations
 - Unsatisfactory

Coach being evaluated (check appropriate boxes):

I acknowledge that I have read this report and that I have been given an opportunity to discuss it with my Evaluator. My signature does not necessarily mean that I agree with the report.

I have attached comments. Yes _____ No _____

I would like to discuss this report with the Reviewing Officer. Yes _____ No _____

Coach's Signature _____ Date _____

Review by Reviewing Officer (check appropriate boxes):

- Per request, the Reviewing Officer has discussed report with Coach.
- The Coach did not request a meeting with the Reviewing Officer.
- The Reviewing Officer has attached comments.
- The Reviewing Officer has prepared and attached an adjusted evaluation. The original evaluation is destroyed.
- The Coach has attached comments to the adjusted evaluation.

Reviewing Officer's Signature _____ Date _____

NOTE: Please furnish copies to the Reviewing Officer and the Coach and return the original to Office of Human Resources for placement in the Coach's personnel file.

FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES

Rating Factor	Performance Expectations			Final Evaluation				
	Improve Performance	Maintain Performance	Not Applicable	Significantly Exceeds Expectations	Above Expectations	At Expectations	Below Expectations	Unsatisfactory
GENERAL PERFORMANCE								
Professionalism								
Leadership								
Judgment/Decision Making								
Integrity								
Overall program success								
Other (specify)								
Performance Expectations Comments:								
Final Evaluation Comments:								
Rating Factor	Performance Expectations			Final Evaluation				
	Improve Performance	Maintain Performance	Not Applicable	Significantly Exceeds Expectations	Above Expectations	At Expectations	Below Expectations	Unsatisfactory
ADMINISTRATIVE PERFORMANCE								
Direction of coaching and support staff								
Care of Facilities & Equipment within Coach's Control								
Compliance with and Knowledge of NCAA Rules and Regulations								
Compliance with and Knowledge of PSAC Rules and Regulations								
Compliance with and Knowledge of University and Athletic Department Rules and Regulations								
Administrative Preparation for Competition								
Time Management								
Other (specify)								
Performance Expectations Comments:								
Final Evaluation Comments:								

FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES

Rating Factor	Performance Expectations			Final Evaluation				
	Improve Performance	Maintain Performance	Not Applicable	Significantly Exceeds Expectations	Above Expectations	At Expectations	Below Expectations	Unsatisfactory
COMPETITION MANAGEMENT								
Team Development								
Game Preparation								
Player Development								
Win-Loss Record								
Other (specify)								
Performance Expectations Comments:								
Final Evaluation Comments:								
Rating Factor	Performance Expectations			Final Evaluation				
	Improve Performance	Maintain Performance	Not Applicable	Significantly Exceeds Expectations	Above Expectations	At Expectations	Below Expectations	Unsatisfactory
INTERPERSONAL SKILLS								
Interaction with Players								
Interaction with Athletic Staff								
Interaction with Administration								
Interaction with University Personnel								
Interaction with Media								
Interaction with Local Community								
Interaction with Alumni								
Other (specify)								
Performance Expectations Comments:								
Final Evaluation Comments:								

FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES

Rating Factor	Performance Expectations			Final Evaluation				
	Improve Performance	Maintain Performance	Not Applicable	Significantly Exceeds Expectations	Above Expectations	At Expectations	Below Expectations	Unsatisfactory
STUDENT RELATIONS								
Supporting/Promoting the Academic Achievement of Student Athletes								
Recruitment of Student Athletes								
Retention of Student Athletes								
Commitment to the Health and Safety of Student Athletes								
Commitment to Positive Student Conduct - On Campus								
Commitment to Positive Student Conduct - In Competition								
Other (specify)								
Performance Expectations Comments:								
Final Evaluation Comments:								
Rating Factor	Performance Expectations			Final Evaluation				
	Improve Performance	Maintain Performance	Not Applicable	Significantly Exceeds Expectations	Above Expectations	At Expectations	Below Expectations	Unsatisfactory
BUDGET MANAGEMENT								
Budget Management								
Fundraising Including Camps, Clinics, Tournaments								
Management of Operating Budget								
Other (specify)								
Performance Expectations Comments:								
Final Evaluation Comments:								

PROFESSIONAL GROWTH AND DEVELOPMENT

Rating Factor	Performance Expectations			Final Evaluation				
	Improve Performance	Maintain Performance	Not Applicable	Significantly Exceeds Expectations	Above Expectations	At Expectations	Below Expectations	Unsatisfactory
Presentations and/or attendance at Professional Development Programs								
Memberships in Professional Organizations								
Other (specify)								
Performance Expectations Comments:								
Final Evaluation Comments:								

COMMUNITY AND UNIVERSITY SERVICE

Rating Factor	Performance Expectations			Final Evaluation				
	Improve Performance	Maintain Performance	Not Applicable	Significantly Exceeds Expectations	Above Expectations	At Expectations	Below Expectations	Unsatisfactory
Involvement in University Committees/Groups and/or Local Community Groups (including APSCUF)								
Participation in University and/or Community Events								
Membership in PSAC and/or NCAA Committees								
Other (specify)								
Performance Expectations Comments:								
Final Evaluation Comments:								

Additional Comments: