



# ***YOUR PROMOTION FILE***



***Advice on How to Get It All Together  
for Coaches***



**Presented by CCSU-AAUP**

**2012**

# Preparation

## Using this Brochure as a Guide

“UP” for promotion? Your P&T file will be examined and evaluated by the Athletic Department Evaluation Committee (DEC), the Athletic Director, the University-wide Promotion and Tenure Committee (P&T), and the University Provost. It is important that your file clearly documents your campus activities and achievements.

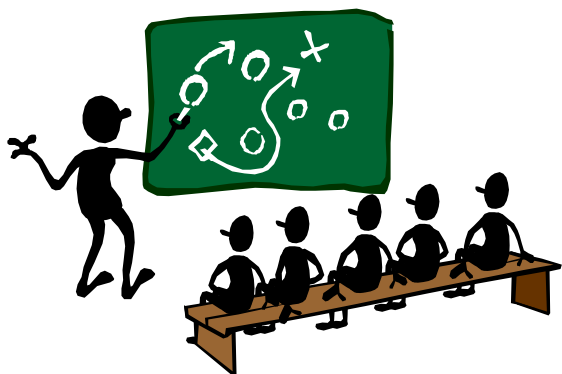
The following information and suggestions are offered **only as a guide** to assist any coach who wishes to prepare and organize his or her file prior to being evaluated. In no way are these suggestions binding or official. CCSU-AAUP distributes this material in an effort to help coaches make their own decisions about the best way to present their credentials for promotion consideration, renewal or annual evaluation. Athletic DEC members may wish to consider whether or not their written evaluations assess candidates in the ways suggested by these “expanded” guidelines.

This guide is updated annually for CCSU-AAUP members. Many ideas contained in this guide have come from discussions of P&T Committees about the role of the P&T file in the evaluation and recommendation of candidates for promotion.

## Criterion for Evaluation

The criterion for coach evaluation for promotion are established by the CSU-AAUP/BOT Collective Bargaining Agreement (the Contract), amplified by the guidelines established on each campus by the Senate. Thus the AAUP/BOT Agreement establishes principles for P&T evaluations, whereas the Senates on the four campuses establish the procedural guidelines in accordance with goals and traditions of the individual universities.

A coach who is considering applying for promotion should become familiar with Articles 6.7-6.8.5 in the 2007-2011 Contract, the campus Senate P&T document in the Faculty Handbook, and the departmental bylaws for DEC procedures.



## **Eligibility for Promotion**

- (1) For promotion to Coach I, a master's degree is preferred for coaches, and two years of appropriate professional level experience. Appropriate professional level experience is defined as coaching experience for which you have been hired and compensated. It is your responsibility to specify why you believe the particular professional experience is appropriate. For promotion to Coach II, an earned Master's degree is preferred with three years of appropriate professional level experience. For promotion to Coach III, a Master's degree is preferred with five years appropriate professional level experience. For promotion to Coach IV, a Master's degree is preferred with eight years appropriate professional level experience. A candidate who does not meet the above standards, may also be appointed or promoted to a rank listed above, provided the candidate has credentials and/or experience substantially comparable to the listed standards.
- (2) Although the Chief Human Resources Officer may assist Departments in identifying candidates for promotion, the responsibility is with the Department. You should also apply contractual criteria or promotion eligibility to your own situation and inform the DEC Chair if you wish to apply for promotion.

## **Documentation**

### **Two documents are required:**

- (1) DEC Report on the five categories listed, including material supplied by the candidate, peer review and student opinion surveys.
- (2) Athletic Director's independent evaluation and recommendation

### **Other documentation (some of which may be included as part of the DEC report) should include:**

- Current resume or curriculum vitae: suggested format is to amplify the five contractual categories, as illustrated in the following "Getting Your Materials Together" (see page 5)
- Statement clarifying "primary professional function" as coaching.
- Any letters which "credibly" evaluate your "relevant" participation in coaching and/or academia (be selective; don't overload).

- Letter of appointment with special conditions, if any, such as university acceptance of professional level experience in lieu of a Master's degree.
- Letter of understanding between you and the University as to any equivalency of your degree to a terminal degree.
- Official transcripts of degrees and other credentials held.
- Letter identifying years in specific rank at a prior institution, if any.
- Documentation of prior appropriate level experience and your rationale for why it should be considered as such.

## Getting Your Materials Together

The contractual categories are listed in order of priority. Your promotion file should include the basic documents to support the five categories listed below. The P&T Committee's recommendation is based solely on the quality of activities in each category. A fact of life: there are many more candidates than there are persons promoted.

### Quality of Service in the Following Categories:

#### (1) Administration and Conduct of the Assigned Sport

- Show how you adhere to institutional policies and applicable external rules governing your sport. Include any letter of praise for your coaching, especially from colleagues both within and outside of the university.
- If you are responsible for fundraising, explain what type and how successful your fundraising efforts have been.
- Show how you have managed the budget assigned to you. Do you end the year in the red or the black? Include copies of your budgets.
- Explain the overall organization and administration of your sport.



#### (2) Relationship with Student Athletes

- Explain your method of recruitment and the academic success of your student athletes. Be specific about graduation rates. **Remember that your file will be reviewed by P&T Committee members, some of whom know nothing about intercollegiate athletics or your particular sport.**

- You may wish to seek student athlete input in the form of a sport evaluation form for submission to the Athletic Department Evaluation Committee and inclusion in your file.

**(3) Record of Student Athletes in Competitive Performance**

- How has your team developed over the years? Indicate their record of successful competitions. Describe any mitigating factors such as injuries, recruiting problems, and comparisons within your Conference.

**(4) Productive Service to the Department and University**

- Do not simply just give a list of committees; details are needed to assess the **nature** and **value** of your service. Did you chair any committees? Were you responsible for specific policies put into effect? Give dates and record specific responsibilities. Ask the committee chair to write a statement describing your **specific** contribution to the work of the committee. CAUTION: In all five categories, generalized “good old buddy” letters are discounted; too many may affect the credibility of your file.
- Participation in the work of the department including special projects, advising and registration service, and work on departmental committees. Campus service, particularly if it is extensive and significant, indicates concern for the larger campus community. Such service includes faculty committee and Senate participation as well as advisement to student organizations. AAUP participation should also be identified.

**(5) Years in Rank/Years of Experience**

- Include any documentation that might be required to establish your years of service in your current rank. If some of that service was at a prior institution, the specific rank and number of years need to be clearly documented.
- For appointment/promotion to coach ranks, years of appropriate professional experience are important (See Article 6.3). Clearly document your professional coaching experience and explain why it is relevant.

## Additional Considerations

- Describe your assigned responsibilities in detail. What is your competence in these areas? Describe your activities so that someone outside your field will understand the significance of what you do and your competence in performing those activities. Use examples of innovative programs, if applicable.
- Include a self-evaluation describing where you see your own strengths in coaching.
- Peer evaluations can be acquired by inviting your DEC colleagues or the Athletic Director to attend a practice session or game.
- Highlight evidence that you use current developments in coaching techniques in the administration of your sport.

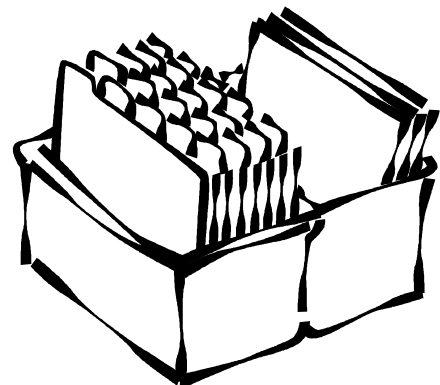
## Appearance of the File

Organize, Organize, Organize!

The importance of the way the file looks cannot be neglected. Attention needs to be given to the way materials are included and inserted, the way written parts are composed, and the general physical appearance of the file. Your file is the basis for your evaluation; evaluators can only evaluate on the basis on what they see.

Material should be organized in a **logical fashion**. The first items should be the two required recommendations from: 1) your DEC and 2) the Athletic Director.

After the two required items, you should have an updated/current brief resume, preferably organized according to the five basic categories. Organized in this manner, the resume can serve as an index



of the data and documentation in your personnel file. (The resume may be part of the DEC report.)

- You need to toot your own horn, but you can do so without being blatant or boastful. State your achievements objectively. Be specific about what your responsibilities were.
- Stress your accomplishments since your appointment or last promotion. State the date of your initial appointment and the date of your last promotion in your personal history,
- Resume style, like an outline, does not require complete sentences, so you need not repeat “I” all the time. You can also write in the third person, if that is more comfortable for you. Be sure to show clearly the depth and breadth of your work.
- Tell why what you do is important and creative.
- **Document, Document, Document!** It is not enough to just say you did something. Show concrete evidence of all endeavors.
- Please keep a copy of everything you submit.
  
- **Reminder:** This material is offered **ONLY AS A GUIDE**. The current AAUP/BOT Contract (Articles 4 & 6), the Senate P&T document in the Faculty Handbook, and your department bylaws stipulate official procedures for the promotion and tenure process.

# Promotion Dates to Remember

DEC receives (See 4.11.1) and reviews records and notifies members who meet promotion standards or otherwise must be evaluated.	Sep 15
Candidate informs the department Chairperson and DEC Chairperson in writing of desire to be considered for promotion.	Sep 25
DEC Chairperson informs candidates in writing of evaluation process (See Article 4.11.5).	Oct 1
Candidate submits relevant materials for consideration to the DEC.	Oct 20
DEC submits evaluations and appropriate recommendations to the Dean.	Nov 15
Dean submits recommendations.	Dec 18*
University-wide Promotion and Tenure Committee submits recommendations to the Provost.	Mar 5
Provost takes required action and informs candidate.	Apr 15
Board awards tenure/promotions.	May 15

**Notes:** (1) The evaluation schedule for those members who are not appointed at the beginning of a semester shall follow the evaluation schedule of members employed at the beginning of the semester closest to their appointment date.

(2) If any of the dates above fall on a weekend or holiday, the deadline shall be the close of business on the business day preceding the date listed.

(3) In the absence of the Provost, the President shall assume this role in Article 4.11.4 through 4.11.14, 4.12, and 4.15.

\* The incorrect date was printed in the CSU-AAUP/BOT Contract.