

3356-7-36 Hiring and selection process, evaluation and compensation for intercollegiate athletic coaches.

Responsible Division/Office: Intercollegiate Athletics
Responsible Officer: President
Revision History: September 1999; September 2003;
November 2010; December 2012; April 2013;
June 2019; July 2023; September 2023
Board Committee: University Affairs
Effective Date: September 20, 2023
Next Review: 2028

- (A) Policy statement. Youngstown state university (university) seeks to attract and retain highly qualified and diverse intercollegiate athletic coaching staff. In achieving this goal, the university is committed to the principles of gender equity, equal opportunity, diversity, and merit in hiring and retaining coaches. To determine whether coaching salaries are competitive, the athletic department will utilize data from peer athletic institutions provided by the respective league/conference.
- (B) Purpose. To provide guidelines and processes necessary to meet the hiring, selection, evaluation, and compensation practices unique to intercollegiate coaches, including the necessity for expediency in the selection and hiring process.
- (C) Parameters.
 - (1) Intercollegiate athletics coaches in all sports are in the university's professional/administrative staff category.
 - (2) Coaches may be issued an appointment with a sixty-day notice of termination clause, an appointment for multiple years with a sixty-day notice of termination clause, or when it is in the best interest of the university, the president, in consultation with the executive director of athletics, may issue an employment contract for multiple years.

- (3) Appointments and employment contracts for multiple years are contingent upon board of trustee approval; however, employees may begin employment prior to board approval.
 - (4) In the event that a multi-year appointment reaches the conclusion of the appointed term and an additional multi-year appointment is not considered, the appointment shall be determined to be a continuing appointment with no interruption in employment status and be subject to a sixty-day termination clause.
 - (5) The president will keep the board of trustees informed of negotiations involving employment contracts for multiple years.
- (D) Hiring and selection. The procedures that follow provide an overall structure for coaching positions selections. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.
- (1) Advertising to fill athletic coaching positions of the university will be done in a manner that will provide an opportunity for a diverse pool of candidates.
 - (2) Openings for coaching positions will appear on the university's website and allow for the receipt of electronic applications for a minimum of seven calendar days.
 - (3) The athletic department may use search waivers for filling coaching positions when approved by the office of equal opportunity, policy development and title IX in accordance with rule 3356-2-04 of the Administrative Code (see university policy 3356-2-04 "Search waivers for hiring of faculty and professional - administrative staff"). However, when time and circumstances allow the university's search processes will be followed.
 - (4) Employment is contingent on acceptable background checks. The requirement for a background checks cannot be waived; however, background checks can be expedited at the request of the athletics department.
 - (5) The chief human resources officer will submit a summary of all filled coaching positions at the next regularly scheduled meeting.

(E) Evaluations.

- (1) The executive director of athletics, or designee, will annually evaluate all head coaches at the end of each season.
- (2) All head coaches will evaluate their assistant coaches at the end of each season and review these evaluations with the executive director of intercollegiate athletics, or designee.

(F) Salary adjustments.

- (1) Salary adjustments, including increases based on merit, may not exceed the resources allocated by the university to the athletic department budget.
- (2) Determinations regarding merit increases, if any, will be based on achievements, change in duties or responsibilities, and competitive or equity adjustments.
- (3) For sports that utilize assistant coaches, the head coach, in consultation with the executive director of athletics, has the authority to allocate funds budgeted for their assistant coaches at their discretion and within budgetary limitations at any point during the fiscal year.
- (4) Unsuccessful competitive performance may affect salary adjustments.
- (5) The executive director will recommend merit increase to the president for approval.