

## **SPECIFIC CRITERIA FOR THE PROMOTION OF COACHES PROMOTIONS WITHIN INSTRUCTOR RANK**

Note: To be appointed to the Instructor I category, coaches must have a Bachelor's Degree. (Faculty Council Nov. 24, 1998)

### **Preamble**

Each sport varies with respect to many of the criteria for promotion at both the Instructor II and Senior Instructor levels. Individual sports and their performance objectives are measured much differently than team sports. The age that student-athletes begin their academic and athletic careers differs between sports (ex. Men's Hockey and coming to university from the Western League vs. Women's Volleyball coming straight from high school graduation). Each sport and gender also has a unique sport delivery system at the developmental level that will impact coaching emphasis and focus. This will affect the promotion materials submitted by the candidates, so some, but not necessarily all of the criteria will apply to each Coach.

### **FROM INSTRUCTOR I (COACH) TO INSTRUCTOR II (COACH)**

- A. The candidate would **normally** have the following:
1. A Master's degree or NCCP Competition Development Certification (previously Level III full NCCP certification) or equivalent.
  2. At least 5 years of successful performance of assigned duties at the Instructor I rank.
  3. An acceptable record of professional and service involvement in the faculty, the university, and the community.
- B. Criteria for the evaluation of performance of duties include the following four categories. To be promoted, all candidates will be expected to demonstrate sustained good to excellent performance in the first two categories (Program Development and Student-Athlete Development), however the relative importance and expectation with respect to category three (Sport Development) and four (Teaching and Coach Mentorship) will vary by sport and duties assigned.

### **Categories of Duties:**

1. PROGRAM DEVELOPMENT
  - Support development initiatives related to Bison Sports. These initiatives might include fund raising and cultivating alumni relations that are coordinated at the level of Bison Sports, the FCRM or the UM.
  - Recruitment. A proven ability to bring strong student-athletes to the program.

- Athlete/team performance. A demonstrated record of success at the league and/or national level. Play off appearances/athletes qualified for league and/or national championships. Top ten rankings also demonstrate an element of consistency.
- Won/loss record as indicator of overall program development (participation in development initiatives to support recruitment of top student/athletes, proven individual athlete and team development, success at the league and national level).
- Coaching awards. Recognition by peers in the sport community.

## 2. STUDENT-ATHLETE DEVELOPMENT

- Academic success of student-athletes coached (including Dean's Honor list, Academic/Athletic All Canadians).
- Demonstrating an infrastructure/culture conducive to academic success (e.g., study skill seminars).
- Initiating opportunities for leadership development through community service.
- Athlete development as evidenced by league all star awards, CIS all Canadian awards, athletes moving on to international or Professional levels of play.

## 3. SPORT DEVELOPMENT

- Provincial contribution and experience. The candidate should have had involvement with provincial activities at the senior or developmental level, or professional sports experience where applicable. The length of time committed and contributions made to various program areas are factors to be considered.
- Promotion of the sport. The candidate should demonstrate evidence to bring about a greater awareness of the specific program to the university, the specific sport community, the school system, and the public at large.
- Involvement at the provincial/national sport association.
- Disseminate knowledge, which could include:
  - Presentations or involvement in coaching clinics/seminars.
  - Published articles in coaching journals.
- The development of the player-athletes from the program who have moved on to higher levels of play (National Team, Professional Ranks).

## 4. TEACHING AND COACH MENTORSHIP

- The candidate must provide evidence of contribution to professional development/mentorship of coaches in their field at the local community level.

- Successful performance of assigned teaching duties.

## Supporting Evidence of Coaching Performance

**1. Cover Letter:** Candidates should include a cover letter to support their application for promotion.

**2. Coaching Dossier:** In the candidate's application for promotion to Instructor II (Coach) or to Senior Instructor (Coach), a complete "coaching dossier" or journal of their plan and strategy for one entire year must be submitted. The dossier should include but not be limited to: evidence of a Yearly Planning Instrument (YPI), mental preparation strategies, Strength and Conditioning plan, goal setting, daily practice plans, nutritional plans, tactical plans, and other items specific to each sport.

Teaching materials should also be provided if applicable (e.g., course outlines, statement of pedagogical philosophy). Summative information provided by the SEEQ may be useful as a broad-based assessment of organization and communication functions implicit in quality teaching. Additionally, the SEEQ (items 30 through 32 respectively) enables a comparative rating of teaching skill in relation to other instructors within the faculty and University-wide. Submission of *summary reports* of the SEEQ results for each course, therefore, is encouraged.

**Note:** Pursuant to Article 11 of the Collective Agreement (and confirmed August 26, 2004 by UMFA legal counsel, B. Yapps), no anonymous material may be used in tenure and promotion proceedings, which means that the SEEQ forms of individual students and, in particular, the open-ended commentary that may be included in these forms cannot be used in evaluating teaching performance. As such, *only the SEEQ summary statistical form may be included in the teaching dossier.*

**3. Additional Evidence:** The applicant should also provide evidence in support of the criteria as outline above in section "B", Categories of Duties.

### FROM INSTRUCTOR II (COACH) TO SENIOR INSTRUCTOR (COACH)

- A. The candidate would **normally** have the following:
  - 1. A Master's degree or National Coaches Institute (NCI) full Level 4/5 NCCP certification, OR National Sport Organization (NSO) equivalency, or equivalent (e.g., international certification).
  - 2. At least 5 years of successful performance of assigned duties at the Instructor II rank.

3. A commendable record of professional and service involvement in the faculty, the university, and the community.

B. Criteria for the evaluation of performance of duties include the following four categories. To be promoted, all candidates will be expected to demonstrate sustained good to excellent performance in the first two categories (Program Development and Student-Athlete Development), however the relative importance and expectation with respect to categories three (Sport Development) and four (Teaching and Coach Mentorship) will vary by sport and duties assigned.

### **Categories of Duties:**

#### **1. PROGRAM DEVELOPMENT**

- Support development initiatives related to Bison Sports. These initiatives might include fund raising and cultivating alumni relations that are coordinated at the level of Bison Sports, the FCRM or the UM.
- Recruitment. A proven ability to bring top student-athletes to the program.
- Athlete/team performance. A commendable record of success at the league and/or national level. Play off appearances/athletes qualified for league and/or national championships. Top ten rankings also demonstrate an element of consistency (participation in development initiatives to support recruitment of top student/athletes, proven individual athlete and team development, success at the league and national level).
- Coaching awards. Recognition by peers in the sport community.
- Other teams coached (Club, Provincial Team, Canada Games, FISU, Youth, Junior, 'B', or Senior National Team) that have contributed to the development of the sport in the province, or the university program specifically.

#### **2. STUDENT-ATHLETE DEVELOPMENT**

- Academic success of student-athletes coached (including Dean's Honor list, Academic/Athletic All Canadians).
- Demonstrating an infrastructure/culture conducive to academic success (e.g., study skill seminars).
- Initiating opportunities for leadership development through community service.
- Athlete development as evidenced by league all star awards, CIS all Canadian awards, athletes moving on to international or Professional levels of play.

### 3. SPORT DEVELOPMENT

- Provincial contribution and experience. The candidate should have had involvement with provincial activities at the senior (Canada Games) or developmental (Provincial Team) level. The length of time committed and contributions made to various program areas are factors to be considered.
- Promotion of the sport. The candidate should demonstrate evidence to bring about a greater awareness of the specific program to the university, the specific sport community, the school system, and the public at large.
- National contribution and experience. The candidate should demonstrate involvement with national activities at the senior or developmental level. The length of time committed and contributions made to various program areas are factors to be considered. As well, international experience with senior or junior national teams and related competitions attended shall be considered.
- Disseminate knowledge, which could include:
  - Presentations or involvement in coaching clinics/seminars.
  - Published articles in coaching journals.
- Professional experience, either domestic (NHL, CFL, NFL, etc) or abroad (European Professional Leagues). This may include guest coaching at training camps.

### 4. TEACHING AND COACH MENTORSHIP

- The candidate must provide evidence of contribution to professional development/mentorship of coaches in their field. This can be at the local, provincial, university, or national level.
- Successful performance of teaching duties.

## **Supporting Evidence of Coaching Performance**

**1. Cover Letter:** Candidates should include a cover letter to support their application for promotion.

**2. Coaching Dossier:** In the candidate's application for promotion to Instructor II (Coach) or to Senior Instructor (Coach), a complete "coaching dossier" or journal of their plan and strategy for one entire year must be submitted. The dossier should include but not be limited to: evidence of a Yearly Planning Instrument (YPI), mental preparation strategies, Strength and Conditioning plan, goal setting, daily practice plans, nutritional plans, tactical plans, and other items specific to each sport.

Teaching materials should also be provided if applicable (e.g., course outlines, statement of pedagogical philosophy). Summative information provided by the SEEQ may be useful as a broad-based assessment of organization and communication functions implicit in quality teaching. Additionally, the SEEQ (items 30 through 32 respectively) enables a comparative rating of teaching skill in relation to other instructors within the faculty and University-wide. Submission of *summary reports* of the SEEQ results for each course, therefore, is encouraged.

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**3. Additional Evidence:** The applicant should also provide evidence in support of the criteria as outline above in section “B”, Categories of Duties..

### **For Promotion to Senior Instructor, an External Review is Required:**

#### **Guidelines for Selection of External Reviewers:**

1. For candidates seeking promotion to the rank of Senior Instructor (Coach), three external evaluators, who can objectively and competently judge the candidate's accomplishments, shall be invited to submit a written evaluation. (See Notes 1 and 2 in this section for further details regarding external evaluators and candidate's access to submissions).
2. The candidate shall submit a list of three external evaluators who can objectively and competently evaluate his/her coaching performance, without any conflict of interest (examples of conflicts of interest include a former coach or a former athlete of the candidate, or a co-coach or coaching collaborator within the past 5 years). The Promotion Committee shall select at least two of these nominations. The candidate's list of external evaluators should include a brief description of the rationale for selection.
3. The third external evaluator will be chosen by the committee. The candidate may be asked to submit additional names of potential evaluators to assist the committee in their selection of the external.
4. If the committee has concerns regarding the appropriateness of any of the externals, the candidate should be informed and given the opportunity to address the concerns.
5. When the externals have been chosen by the committee, they will be contacted by in accordance with the following procedures:

- a) The Chair will draft a letter to the externals, requesting an evaluation of the candidate's work for promotion to Senior Instructor (Coach). The contents of the letter will be approved by the committee, and the candidate will receive a copy of the letter.
- b) The letter will further request a written response either accepting or declining the invitation to serve as an external evaluator.
- c) The letter must include: (i) a description of the candidate's workload assignment over the years of service being evaluated; and (ii) a statement informing the evaluator that the candidate will receive copies of the assessment with identifying marks removed.
- d) If the external evaluator accepts the invitation, he/she will comment on the following:
  - integrity, sportsmanship
  - professionalism and reputation
  - recruiting ability
  - team/athlete preparation
  - conduct of athletes and staff
  - technical and tactical knowledge
  - athlete/team competitiveness
  - leadership and innovation
- e) Upon reviewing the candidate's record of achievement, the external evaluator will submit a written assessment to the Dean that includes a recommendation supporting or not supporting promotion to Senior Instructor (Coach).

**NOTE:**

1. An external evaluator is an experienced coach, knowledgeable in the candidate's area(s) of expertise, able to objectively assess the candidate's record of achievement, and not employed by the University of Manitoba. An external evaluator shall be instructed to decline an invitation to serve as an adjudicator, if they perceive a conflict of interest or any other circumstances that may compromise an objective, accurate and fair assessment of the candidate's record.
2. The candidate shall receive a copy of the evaluators' assessments, with any and all references that may reveal the identity of the evaluator removed. If there are concerns expressed by the externals regarding the performance of the candidate, the candidate shall have the opportunity to address these concerns in a meeting with the promotion committee.<sup>1</sup>

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<sup>1</sup> "...within ten (10) working days following receipt of a submission the Chair of the Promotion Committee shall forward to the candidate a copy of the submission with identifying marks removed." (Collective Agreement, Article 20.C.1).