

DEC Written Evaluation and Recommendation for Non-Instructional Athletic Trainers

This form shall be used by the Department Evaluation Committee (DEC) to issue their written evaluation and recommendation report for non-instructional athletic trainers on term appointments, applying for promotion in rank, and those up for professional assessment.

Faculty Member

Rank

Department

Academic Year

Evaluation Purpose

Renewal

Promotion

Professional Assessment

(Tenured Trainers Only)

Information developed by the DEC for promotion evaluations may be used for professional assessments. Where this is the university practice another assessment shall not be required for six (6) years. (CBA 4.12) At WCSU, if you are tenured and applying for promotion, another assessment is not required for six (6) years.

Those coaches who are evaluated for promotion shall also be evaluated for renewal at the same time, if the renewal evaluation is due in the same year, unless the member requests a separate renewal evaluation in accordance with Table 2. If the evaluations for promotion and renewal occur at the same time, two distinct evaluations and recommendations shall be composed by the DEC and also by the Athletic Director.

EVALUATION CRITERIA - CSU-AAUP Collective Bargaining Agreement

4.11.7 In making its peer evaluations for renewal, promotion, and tenure [and professional assessment CBA 4.12] the DEC shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation.

6.9 The criterion for evaluating non-instructional athletic trainers shall be the quality of performance, within each of the categories listed below. All individuals and bodies evaluating non-instructional athletic trainers shall weight these categories in the order listed. Any special conditions in the member's letter of appointment or subsequent extensions or modification of such appointment as provided in Article 4.7 shall be considered in the evaluation process.

1. Article 6.9.1 Management of the health care of student athletes, including: risk management and injury prevention; recognition and evaluation of injuries/illnesses; injury treatment and disposition; rehabilitation; organization and administration of services; coordination of services with other sport medicine professionals; and education and counseling student athletes.

2. Article 6.9.2 Demonstrated level of care and professionalism when interacting with student athletes.

3. Article 6.9.3 Record of continued educational growth and service to the profession.

4. Article 6.9.4 Productive service to the department and University.

5. Article 6.9.5 Years in Rank

6. Article 6.9.6 Record of any disciplinary action in the member's personnel file at the time of the evaluation.

YES NO

The DEC must attach their evaluation report to this document. Reports shall specifically address each standard. It is recommended that a copy of your departmental evaluation criteria also be attached.

(Signatures on next page)

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For **Term Appointments** and **Professional Assessments Only**: Overall rating of the faculty member:

Satisfactory Marginal Unsatisfactory

For **Promotion Candidates Only**: Is Promotion Recommended? YES NO

DEC Members Signatures:

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date

I, the subject of this evaluation, am signing to indicate that I have received a copy of the Department Evaluation Committee's written evaluation and recommendation. I understand that I may submit additional comments to the Athletic Director in accordance with the following schedule:

- ❖ Term appointments: Within three (3) calendar days of the DEC due date.
- ❖ Promotion and professional assessment candidates: Within one (1) calendar week of the DEC due date.

_____	_____	_____
Printed Name	Signature	Date

Distribution Instructions

The DEC shall make two (2) copies of their written evaluation and this form after it is signed by all parties.

1. The original of this form along with the written evaluation must go to Human Resources to be placed in the member's personnel file.
2. A copy shall be provided to the affected member upon issuance.
3. A copy shall go to the Athletic Director accompanied by the materials supplied to the DEC by the candidate.