

Evaluation CALENDAR FOR COACHES ^{1 2}

Sept. 15* Mar 1 **	The Athletic Director shall notify the DEC in writing of renewal evaluations to be conducted. The DEC notifies the members who must be evaluated.
Sept. 20* Mar 10**	The DEC Chairperson shall inform, in writing, each member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials and (3) the opportunity to appear personally before the DEC prior to the committee making its recommendation. Members to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining their personnel file. The Office of Human Resources shall make available to the DEC the personnel file of those members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
Oct. 19* Mar. 22**	Candidates shall upload their renewal file.
Oct. 20* Mar. 23**	Access to the file shall automatically be provided to the DEC.
Nov. 10* April 6**	The DEC shall transmit its written recommendations, with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. DEC access shall automatically be removed. The candidate shall have four days to upload the DEC written recommendations to the file and to upload a written response and/or additional materials in support of their application for renewal.
Nov. 11-14* April 7-10**	The candidate shall have four days to upload the DEC written recommendations to the file and to upload a written response and/or additional materials in support of their application for renewal.
Nov. 15* April 11**	Access to the file shall automatically be provided to the Athletic Director.
Dec. 1* April 26**	The Athletic Director shall transmit their written recommendations, with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. Athletic Director access shall automatically be removed.

¹ Access to the file shall be granted between the hours of 6:00am – 9:00am on the indicated date (rolling out access can take several hours) and shall be removed at 5:00pm on the indicated date.

² * Dates for regular seasons concluding by March 31st or by June 30
** Dates for regular season concluding by December 31st

Dec. 2-5* April 27-30**	The candidate shall have four days to upload the Athletic Director's written recommendations to the file and to upload a written response and/or additional materials in support of their application for renewal.
Dec. 6* May 1**	Access to the file shall automatically be provided to the appropriate Vice-President.
Dec. 20* May 30**	The appropriate Vice-President shall transmit their written recommendations, with supporting reasons, to the Office of Human Resources and to the candidate via email.