

APPOINTMENT CALENDAR FOR COACHES ^{1 2}

Oct. 21* Mar 24** April 12***	The Athletic Director shall notify the DEC in writing of renewal evaluations to be conducted. The DEC notifies the members who must be evaluated.
Oct 28* Mar 25** April 18***	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.
Nov. 11* April 7** May 4***	Candidates shall upload their renewal file.
Nov. 12* April 8** May 5***	Access to the file shall automatically be provided to the DEC.
Nov. 19* April 14** May 13***	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. 20-23* April 15-18** May 14-17***	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. 24* April 19** May 18***	Access to the file shall automatically be provided to the Athletic Director.

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.

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- * Dates for regular seasons concluding by December 31st
- ** Dates for regular season concluding by March 31st
- *** Dates for regular season concluding by June 30th

Dec. 1* April 29** May 27***	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.
Dec. 2-5* April 30- May 3** May 28- June 1***	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 4** June 2***	Access to the file shall automatically be provided to the appropriate Vice-President.
Dec. 20* May 20** June 17***	The appropriate Vice-President shall transmit their written recommendations, with supporting reasons, to the Office of Human Resources and to the candidate via email.