Coach Evaluation Process University Personnel (UP) Athletic Director or designee Coach Beginning of fiscal year Create spreadsheet with contract end dates 90 days before end of contract Send evaluation reminder to Athletic Director or designee Completed within 45 days before Review PAF and evaluate using respective end of contract evaluation form Meet with, review evaluation, and provide copy of evaluation to Unit 3 member. 10 days after Unit 3 member receives *OPTIONAL* Write rebuttal and send to Athletic Director evaluation After 10 days, send evaluation (and rebuttal if applicable) to UP 5 days after receiving evaluation File evaluation in