

NSHE Procedures and Guidelines Manual
CHAPTER 5, new SECTION 14
(Athletics Coach and Director Agreements, Checklists and Guidelines)

Additions appear in ***boldface italics***; deletions are [~~stricken~~ and bracketed]

Section 14. Athletic Coach and Director Agreements, Checklist and Guidelines

A. Athletic Coach and Athletic Director Contract Guidelines

1. **Appointments.** Appointments of Athletic Coaches, Assistant Coaches and Athletic Directors shall be made in accordance with Title 4, Chapter 24, Section ***1, Subsection 10*** and these Guidelines.
2. **Changes to Template Language.** The approved templates shall be used for Athletic Coach, Assistant Coach and Athletic Director contracts ***that exceed the AD Threshold as that term is defined in Title 4, Chapter 24, Section 1, Subsection 10.*** The contract terms may be varied by negotiation only in accordance with the provisions of Title 4, Chapter 24, Section ***1, Subsection 10*** and these Guidelines. It is anticipated that not all of the template terms may be appropriate for assistant coach contracts. However, the institutions should try to minimize revisions. Changes to the template language [~~for head basketball and football coach contracts~~] must be justified in writing as an attachment to the Contract Checklist, which must be submitted to the Chancellor and the Chief of Staff of the Board of Regents within 24 hours after the execution of any employment contract.
3. **Term of the Contract[?].** Long term contracts create huge potential liquidated damages and other monetary liabilities for the institution. The institution must address its ability to pay for those potential liabilities as part of the certifications and disclosures required under Title 4, Chapter 24, Section ***1, Subsection 10.*** [~~Note: The revisions to Title 4, Chapter 24 require the President to submit certifications and disclosures to the Chancellor and Chief of Staff of the Board of Regents.~~]
4. **Contract Checklist.** The Contract Checklist shall be completed and submitted to the Chancellor and Chief of Staff of the Board of Regents for [~~head basketball and football coach contracts~~] ***coach or athletic director contracts that exceed the AD Threshold*** within 24 hours of the execution of a contract.
5. **Diversity Efforts.** The institution shall provide written information regarding its efforts to obtain a diverse pool of candidates as an attachment to the Contract Checklist. An outside review of the institution process may be used.