Handbook of Policies and Procedures
San José State University Athletics Board

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SAN JOSÉ STATE UNIVERSITY ATHLETICS BOARD

Handbook of Policies and Procedures

The responsibilities of the Athletics Board are stated in University Policy F07-2, as approved by the President on November 27, 2007. A copy appears in Appendix A of this handbook.

This handbook states the existing policies and procedures that have been developed over the past several years. It provides guidelines for the functioning of the Board. Each Board member should be acquainted with the contents of the handbook in order to be an informed member of the Board. The President’s designee to the Board will serve as chair and have responsibility of forming a committee, as necessary, to keep members' handbooks current as policies and procedures are changed by action of the Board or the University.

**Format:** F07-2 describes the role and responsibilities of the University Athletics Board. The wording of the various sections of F07-2 appears in upper case (capital letters). Policies and procedures pertinent to each section appear in lower case under the section of F07-2 to which they apply.

**Changes:** Any change in F07-2 requires action of the Academic Senate and approval by the President. Changes in policies and procedures can be made through majority action of the Board. In some cases, approval of the President is advisable.

Revised May, 2009
## Record of Handbook Changes

<table>
<thead>
<tr>
<th>Section</th>
<th>Date</th>
<th>Nature of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2</td>
<td>12/87</td>
<td>Change in University Policy F79-4 (F87-7: changes membership from two Athletics Directors to one Athletics Director)</td>
</tr>
<tr>
<td>Entire Handbook</td>
<td>1/88</td>
<td>Complete revision of handbook, including new sections on philosophy, evaluations, grievances, etc.; also, revises format to one style.</td>
</tr>
<tr>
<td>2.8</td>
<td>2/89</td>
<td>Add the statement on voting rights, which was inadvertently omitted during the Handbook revision: &quot;In all personnel matters, voting members will be tenured full-time faculty unit employees and academic administrators of the Board (M.O.U. Article 15.2). Student members and the Spartan Foundation member may contribute information in the deliberations, but may not vote; the Athletics Director may not vote if the Athletics Director is under consideration. A simple majority will prevail.&quot;</td>
</tr>
<tr>
<td>2.8</td>
<td>2/91</td>
<td>Several revisions made regarding personnel matters, including deliberations, voting rights and executive sessions. See minutes of the February 20, 1991 for complete revisions.</td>
</tr>
<tr>
<td>2.10</td>
<td>3.4</td>
<td></td>
</tr>
<tr>
<td>Entire Handbook</td>
<td>8/94</td>
<td>Revision of handbook to reflect San José State University's Gender Equity Voluntary Resolution Agreement with the Office of Civil Rights (June 8, 1994) as well as several other minor changes. Primary change eliminates all references to &quot;Priority Levels I and II&quot; in sports programs, and includes statement of gender equity in Section 2.2.b (old b. becomes c.). Review and revise Statement of Philosophy: includes Gender Equity statement.</td>
</tr>
<tr>
<td>Appendix H</td>
<td>1997</td>
<td>Addition of Appendix H to reflect the formation of the Compliance Oversight/Review Committee. Note: the constitution of this committee was changed in Fall 2001.</td>
</tr>
<tr>
<td>2.12</td>
<td>2.13</td>
<td>Codified the Student-Athlete Appeal Hearing Procedures and in the complete revision procedure were added 2.12 and 2.13 (old 2.12 became 2.14, and old 2.13 became 2.15).</td>
</tr>
<tr>
<td>2.10</td>
<td>2/19/2001</td>
<td>Revision of the Head Coaches evaluation procedure to reflect the present Collective Bargaining Agreement.</td>
</tr>
<tr>
<td>Entire Handbook</td>
<td>8/01</td>
<td>Revision of handbook to reflect San José State University’s Student-Athlete Appeal Hearing Procedures (old 2.12 became 1.14 and old 2.13 became 2.15). Revision of the Head Coaches evaluation procedure to reflect the present Collective Bargaining Agreement. Review of separate Athletics Board Philosophy Statement and Confirmation that the Division of Intercollegiate Athletics Mission Statement Conforms to Philosophy. (Appendix C) and Organization Chart (Appendix I).</td>
</tr>
<tr>
<td>3.1</td>
<td>11/10/2003</td>
<td>Revision of the timing of the election of the Chair and Vice Chair to conform to the Academic Senate procedure.</td>
</tr>
<tr>
<td>2.13</td>
<td>10/21/04</td>
<td>Deletion of Section 2.13 to reflect that the Board will no longer serve as the hearing committee for Student-athletes Financial Aid Non-renewal of Grant-in-Aid Appeals. Section 2.14 “Employee Grievances” will become 2.13 and Section 2.15, “Reporting” will become 2.14.</td>
</tr>
<tr>
<td>Various</td>
<td>5/15/09</td>
<td>Changes made to conform to F07-2, the revised policy on the administration and activities of the Athletics Board. A &quot;track changes&quot; version of the Handbook showing the changes made is on file with the Academic Senate office (submitted with the 08/09 annual report).</td>
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</table>
Athletics Board Handbook

SECTION 1

INTRODUCTORY STATEMENT (F07-2)

SAN JOSÉ STATE UNIVERSITY IS DEDICATED TO HELPING ITS STUDENTS ACHIEVE ACADEMIC SUCCESS. SUCH SUCCESS DERIVES FROM LEARNING EXPERIENCES AND ACTIVITIES BOTH IN AND OUT OF THE CLASSROOM. A BROAD RANGE OF CO-CURRICULAR ACTIVITIES SHOULD BE PROVIDED TO ADDRESS THE NEEDS AND INTERESTS OF ALL STUDENTS. ONE OF THE UNIVERSITY’S CO-CURRICULAR ACTIVITIES IS ITS ATHLETIC PROGRAM. SAN JOSÉ STATE UNIVERSITY IS COMMITTED TO A STRONG ATHLETIC PROGRAM THAT SERVES THE NEEDS OF ALL STUDENTS, ENABLES STUDENT-ATHLETES TO ACHIEVE BOTH ACADEMIC AND ATHLETIC SUCCESS, DEFINES SUCCESS IN MEASURABLE TERMS, AND IS COMPLIANT WITH ALL NCAA, WAC, CSU, AND SJSU RULES AND POLICIES.


THE ATHLETICS BOARD SHALL BE ONE THAT WORKS IN COOPERATION WITH THE DIVISION OF INTERCOLLEGIATE ATHLETICS, THE FACULTY ATHLETICS REPRESENTATIVE (FAR)[2], THE ACADEMIC SENATE, AND THE UNIVERSITY ADMINISTRATION TO INSURE OUTSTANDING ATHLETIC PROGRAMS AND, SIMULTANEOUSLY, TO MAINTAIN THE QUALITY OF EDUCATION AND ENVIRONMENT FOR EACH INDIVIDUAL WITHIN THE ATHLETIC PROGRAM. FURTHERMORE, THE ATHLETICS BOARD SHALL REPRESENT ONE PART OF A SYSTEM OF CHECKS AND BALANCES NECESSARY TO INSURE THE GOALS OF THE UNIVERSITY COMMUNITY.

IN ORDER TO ENHANCE THE VISIBILITY AND EFFECTIVENESS OF THE ATHLETICS BOARD, MEMBERSHIP SHOULD BE BASED ON A CAMPUS REPUTATION UNRELATED TO ATHLETICS, SUCH AS EXCELLENCE IN TEACHING, EXCELLENCE IN RESEARCH, OR AN ACTIVE HISTORY OF INVOLVEMENT IN CAMPUS GOVERNANCE OR ADMINISTRATION. FURTHERMORE, MEMBERS SHALL HAVE AN UNDERSTANDING AND APPRECIATION OF THE ROLE OF ATHLETICS IN HIGHER
EDUCATION. THEIR APPOINTMENTS SHALL BE ARRANGED SO AS TO PROVIDE FOR CONTINUING COMPETENCY OF THE BOARD AS A WHOLE. THE MAJORITY (VOTING) MEMBERSHIP SHALL BE FULL-TIME FACULTY. BOARD COMPOSITION SHOULD MEET THE REQUIREMENTS OF THE ATHLETIC ORGANIZATIONS OF WHICH THE UNIVERSITY IS A MEMBER.

ACCORDING TO NCAA GUIDELINES, THE FACULTY ATHLETICS REPRESENTATIVE “SHALL BE A MEMBER OF THE INSTITUTION'S FACULTY OR AN ADMINISTRATOR WHO HOLDS FACULTY RANK AND SHALL NOT HOLD AN ADMINISTRATIVE OR COACHING POSITION IN THE ATHLETICS DEPARTMENT.” (NCAA DIVISION I MANUAL I, 2005-06)

1. MEMBERSHIP OF THE BOARD

A. THE NINE VOTING MEMBERS SHALL BE:
   - FIVE FACULTY-AT-LARGE -- AT LEAST THREE OF WHOM ARE TENURED
   - FACULTY ATHLETICS REPRESENTATIVE
   - A.S. DIRECTOR OF EXTRACURRICULAR AFFAIRS
   - A.S PRESIDENT OR DESIGNEE
   - PRESIDENT, SPARTAN FOUNDATION, OR DESIGNEE

B. THE NON-VOTING MEMBERS SHALL BE:
   - DIRECTOR, DIVISION OF INTERCOLLEGIATE ATHLETICS
   - PRESIDENT'S DESIGNEE
   - THE DIRECTOR OF COMPLIANCE

C. CONDITIONS CONCERNING MEMBERSHIP

NOMINEES FOR THE FACULTY MEMBERS-AT-LARGE SEATS MUST SUBMIT A ONE-PAGE STATEMENT TO THE ACADEMIC SENATE EXECUTIVE COMMITTEE INDICATING THEIR QUALIFICATIONS AND INTEREST IN SERVING. NOMINATIONS SHALL BE REVIEWED BY THE ACADEMIC SENATE EXECUTIVE COMMITTEE AND APPROVED BY THE SENATE. THE FACULTY MEMBERS-AT-LARGE SHALL BE APPOINTED BY THE PRESIDENT AFTER RECOMMENDATION OF THE ACADEMIC SENATE. THEY SHALL SERVE THREE-YEAR STAGGERED TERMS AND BE ELIGIBLE FOR REAPPOINTMENT. VACANCIES SHALL BE FILLED IN THE SAME MANNER AS APPOINTMENTS ARE MADE.
RESPONSIBILITIES AND FUNCTIONS OF THE ATHLETICS BOARD

A. THE ATHLETICS BOARD SHALL PERFORM SUCH FUNCTIONS AS TO ENABLE IT TO CARRY OUT ITS RESPONSIBILITIES TO ENSURE ACADEMIC INTEGRITY OF THE ATHLETIC PROGRAMS AND COMPLIANCE WITH NCAA AND AFFILIATED CONFERENCE ATHLETIC RULES. IT SHALL RECOMMEND TO THE PRESIDENT AND TO THE EXECUTIVE COMMITTEE OF THE ACADEMIC SENATE POLICIES THAT PROMOTE A STRONG ENVIRONMENT OF RULES COMPLIANCE AND PROVIDE A POSITIVE ACADEMIC ENVIRONMENT FOR ALL STUDENT-ATHLETES; IT SHALL ACT IN AN ADVISORY CAPACITY TO THE PRESIDENT AND HIS/HER DESIGNEE AND TO THE DIRECTOR OF ATHLETICS; IT SHALL CARRY OUT SPECIFIC RESPONSIBILITIES AND FUNCTIONS DELEGATED TO IT BY THE PRESIDENT; IT SHALL HAVE AN OVERALL AWARENESS OF THE ATHLETIC PROGRAMS OF THE UNIVERSITY AND THE RULES, PROCEDURES AND GUIDELINES OF THE ATHLETIC ORGANIZATIONS OF WHICH THE UNIVERSITY IS A MEMBER, IN ORDER TO MAKE RECOMMENDATIONS PERTAINING THERETO AND TO ACT IN AN ADVISORY CAPACITY.

B. ONCE POLICIES GOVERNING ATHLETICS HAVE BEEN APPROVED BY THE PRESIDENT, THE BOARD SHALL MONITOR THEM TO ENSURE THAT THEY ARE FOLLOWED AND MUST REPORT NON-COMPLIANCE TO THE PRESIDENT OR THE FAR AS APPROPRIATE.

C. MORE SPECIFICALLY, THE BOARD SHALL HAVE THE FOLLOWING RESPONSIBILITIES:

1. **STATEMENT OF PHILOSOPHY**: TO DEVELOP AND PERIODICALLY EVALUATE A STATEMENT OF PHILOSOPHY REGARDING THE ROLE OF INTERCOLLEGIATE ATHLETICS AT SAN JOSÉ STATE UNIVERSITY (Appendix B).
   
a. The following should have current copies of the statement of philosophy: Board members (in Handbook appendix), the President, the Vice Presidents, and the Chair of the Academic Senate.

b. The SJSU Division of Intercollegiate Athletics (DIA) will provide equitable opportunities for men and women athletes absent a priority system. SJSU DIA will comply with all pertinent guidelines and regulations by addressing the treatment of the overall men's program (sports) vis a vis our overall women's program (sports). The SJSU DIA goal is to provide equivalent levels of benefits and opportunities to substantially the same % of men and women participating in the intercollegiate athletics program. For example, if 35% of men athletes receive a certain benefit, then 35% of the women athletes should be granted the same benefit. Equity will,
therefore, be determined based upon the % of athletes receiving the benefit or opportunity, not the # of teams. SJSU DIA will utilize the Gender Equity Committee as an advisory committee to Athletics Director and the President of the University. The Committee will review overall compliance on gender equity matters. The standards and the benchmarks, which have been agreed to in the SJSU and OCR agreement, provide measurable goals. The Committee will make recommendations on an ongoing basis as well as complete annual reports. Conflicts will be reviewed/resolved by Athletic Senior Staff.

c. Every five (5) years the statement should be reviewed and modified or confirmed.

2 ADMISSIONS AND ELIGIBILITY OF ATHLETES: TO RECEIVE TIMELY REPORTS FROM THE FACULTY ATHLETICS REPRESENTATIVE AND THE COMPLIANCE DIRECTOR FOR ATHLETICS CONCERNING POLICIES AND PROCEDURES ON ELIGIBILITY TO RECEIVE REPORTS FORM THE ACADEMIC AFFAIRS FINAL ADMISSIONS COMMITTEE (AAFAC) ON THE SPECIAL ADMIT PROCESS, THE RESULTS FOR THE CURRENT YEAR ADMISSIONS, AND THE STATUS OF PRIOR SPECIAL ADMIT STUDENT-ATHLETES. At the beginning of the academic year, the Representative shall review with the Board the procedures used in checking eligibility. Reports on infractions or special cases shall be made to the Board.

3 SCHEDULING:
   A. TO CONSULT WITH THE ATHLETICS DIRECTOR ON COMPETITION SCHEDULING AND SCHEDULING POLICIES. Sole responsibility for scheduling rests with the Athletics Director. It should be done in accordance with the philosophy of the University (see Appendix) and in consultation with the Athletics Board.
   
   B. TO ENGAGE IN PERIODIC DISCUSSIONS DEVOTED TO TEAM PRACTICE AND OTHER ACTIVITIES FOR EACH SPORT.
   
   C. TO PROVIDE RECOMMENDATIONS FOR ACTIVITIES NOT A PART OF THE REGULAR ATHLETIC PROGRAMS. "Regular programs" shall include NCAA and conference regional and national championship events for which teams/individuals qualify by reason of their records in the normally scheduled competitive season. "Special funding" shall mean any funding that is not part of the budget for the regular competitive season; it shall include offers of funding by outside agencies/organizations. In making decisions, the Board will consider such factors as the statement of philosophy of athletics, impact on the student-athletes, cost of the activity, safety, insurance, compatibility with the University's mission and goals. Emergencies: In the event of the receipt of a special invitation for which there is not time to follow the stated procedures, the Athletics Director, after consideration of the factors stated above, should consult with the Chair of the Board, prior to making a recommendation to the President.

4 SPORTS PROGRAMS: TO CONSIDER REQUESTS FOR THE DIVISION OF INTERCOLLEGIATE ATHLETICS FOR THE ADDITION OR FOR THE DELETION OF
EXISTING SPORTS. SUCH ACTION SHALL REQUIRE THE FORMAL CONSIDERATION AND A RECOMMENDATION OF THE BOARD PRIOR TO PRESIDENTIAL DECISION.

The Athletics Director shall consider any formal recommendation from the Board for the addition or deletion of a sport.

After proper consideration, the Board should make a recommendation to the President. A proposal to the Board must address the following considerations (not listed in priority order):

Gender Equity and Title IX considerations.
Demonstrated interest in the University community.
Relationship to conferences.
Possible impact on other sports, including financial, facility, grants-in-aid.
Effect on the student-athletes.
Effect on the University's mission and image.
Generation of revenues.
Generation of publicity.
NCAA requirements.

The Board’s recommendation to the President must also include the above factors.

5. **ATHLETICS CONFERENCES:**

   A. TO ACT AS CONSULTANT ON ANY PROPOSED CHANGE IN MEMBERSHIP IN AN ATHLETICS CONFERENCE, AND TO MAKE RECOMMENDATIONS TO THE PRESIDENT.

   B. TO ACT IN A CONSULTATIVE CAPACITY IN THE EVENT OF ANY CASE OF IRREGULARITY OR VIOLATION OF UNIVERSITY OR ATHLETICS CONFERENCE REGULATIONS.

6. **FINANCE:**

   A. TO BE INFORMED ON PROPOSED AND FINAL BUDGETS OF ALL ASPECTS OF THE DIVISION OF INTERCOLLEGIATE ATHLETICS.

   In considering any proposal submitted to the Board concerning special funding by booster or other groups or individuals, the Board shall include in its deliberations the following before making a recommendation to the President: effects on other sports, Gender Equity, Title IX, general funding, etc.; adherence to NCAA and conference limits on financial support; clarity and specificity of terms of the proposal; assurance that there would be no interference in scheduling, competition, budgeting beyond the agreement, or selecting of personnel.

   B. TO RECEIVE AND DISCUSS AN ANNUAL FINANCIAL STATUS REPORT AND OTHER FINANCIAL REPORTS AS DEEMED NECESSARY.
Board members should be familiar with the nature of the sources and uses of funds by the Division of Intercollegiate Athletics. One meeting per year should include a presentation by the Athletics Director or designee on the current budget, changes from the prior year and likely financial issues and opportunities.

C. At the President’s request, the Board may provide input on any proposed student fee increase.

7. **PERSONNEL**

A. **AT THE REQUEST OF THE PRESIDENT, AT LEAST ONE FACULTY REPRESENTATIVE OF THE BOARD SHALL PARTICIPATE IN A CONSULTATIVE CAPACITY TO MAKE RECOMMENDATIONS TO THE PRESIDENT AND/OR THE ATHLETICS DIRECTOR CONCERNING THE APPOINTMENT OR SEPARATION OF ANY HEAD COACH OR OF THE ATHLETICS DIRECTOR.**

The Athletics Board should encourage the Athletics Director to have a faculty member and student from the Board on any search committee and provide opportunities for other members to participate in interviews and open forums as appropriate.

B. **AT THE REQUEST OF THE PRESIDENT, THE BOARD SHALL CONDUCT REVIEWS OF THE ATHLETICS MANAGEMENT PERSONNEL PLAN (MPP) STAFF CONCERNING RENEWAL OF THEIR APPOINTMENTS.**

C. **TO RECEIVE FROM THE ATHLETICS DIRECTOR REPORTS OF YEARLY EVALUATIONS OF UNIT 3 COACHES AND MAKE RECOMMENDATIONS CONCERNING RENEWAL OF THEIR APPOINTMENTS.**

In all personnel matters involving Unit 3 coaches, voting members will be tenured full-time faculty unit employees and academic administrators of the Board (M.O.U. Article 15.2). Student members, non-tenured faculty members and the Spartan Foundation member may contribute information to be used in the deliberations, but may not vote or participate in deliberations; the Athletics Director may not vote. A simple majority will prevail.

For personnel matters requiring confidential “Executive Session” meetings, such as annual performance reviews of Unit 3 coaches, the members constituting such a session will be the full-time tenured faculty members of the Athletics Board, the Faculty Athletics Representative, and the President’s designee Board member.

Generally, coaches are evaluated in the following areas:

- Academics
- Budget and financial management
- Student-athlete management
- Athletic success
8. **GRIEVANCES:**

A. TO ESTABLISH A MECHANISM FOR CONSIDERING GRIEVANCES OF STUDENT-ATHLETES (WITH THE EXCEPTION OF FINANCIAL AID) AND TO MAKE SUCH PROCEDURES KNOWN TO THE STUDENT-ATHLETES; AND TO GIVE INITIAL CONSIDERATION TO SUCH GRIEVANCES AS THEY ARISE. WHEN THE BOARD IS UNABLE TO RECONCILE DIFFERENCES, IT SHALL REFER THE CASE TO THE APPROPRIATE UNIVERSITY COMMITTEE.

Students must follow grievance procedures as outlined in the Student-Athlete Handbook that all student-athletes agree to follow.

Normally, coaches should handle grievances of student-athletes. The Athletics Director will be available as a second resource to the student. Beyond these, other campus resources also are available: the University Ombudsman and the Student Fairness Committee. Per DIA procedures, grievances related to reduction or cancellation of financial aid are heard by three staff members of the San Jose State University Financial Aid Department (procedures can be obtained from the Director of Compliance.

The Athletics Board handles appeals hearings for transfer release (see procedure below) and of students referred to the Board by the Athletics Director. The procedures for such a hearing and the structure of the Athletics Board Grievance Panel are in Appendix G.

**Appeal Hearing Procedures: Transfer Release Hearing**

Pursuant to NCAA Bylaw 14.5.5.2.10(d), when a student-athlete has been denied a request for release, San Jose State University must provide the student-athlete with an opportunity for a hearing if requested by the student-athlete. This proceeding will be heard by a quorum (three faculty members) of the “Executive Session” members (hereinafter “sub-committee”) of the Athletics Board, an entity comprised of faculty, students, community, and institutional staff members outside of the Division of Intercollegiate Athletics. The Director of Athletics Compliance will provide procedural guidance to this sub-committee and all relevant participants.

**Statement of Intent**

Should the student-athlete determine that he or she would like to exercise this option, he or she must file a Statement of Intent with the Director of Athletics Compliance.
Upon receipt, the Director of Athletics Compliance will answer the student-athlete’s procedural questions. Following this communication, the Director of Athletics Compliance in conjunction with the sub-committee will make a good faith effort to arrange the hearing within a reasonable time period and will notify the student-athlete of the location and time via telephone.

**Supporting Documentation**
The Statement of Intent will be provided to members of the sub-committee hearing the appeal. Further, the student-athlete will be given an opportunity to present supporting documentation to the sub-committee. This material must be provided to the Director of Athletics Compliance 48 hours prior to the hearing date. The Director of Athletics Compliance will disseminate this evidence to the sub-committee, in addition to the relevant NCAA bylaws and other pertinent information. The student-athlete should be cognizant that the involved coach may also exercise this option.

**Hearing Participants**
The hearing will be conducted by the chair of the sub-committee. Both the student-athlete and the coach will be individually afforded time to discuss the merits of their respective case in front of members of the sub-committee. The following individuals may also be in attendance: the Director of Athletics or designee, Faculty Athletics Representative, Director of Athletics Compliance, Senior Woman Administrator, and the Executive Assistant to the President. It is permissible for parents of the involved student-athlete to be present during the student-athlete’s testimony; however, they will not be allowed to participate.

After oral presentations by all relevant parties, the sub-committee will review all evidence presented, and deliberate until a decision is reached. The decision will be forwarded to the Director of Athletics who will then issue the sub-committee’s written decision within one (1) week via U.S. Mail to all involved parties.

**B. TO REFER GRIEVANCES OF EMPLOYEES (COACHES, STAFF, ETC.) TO THE APPROPRIATE PERSON OR BODY. IN GENERAL, THE BOARD WILL NOT BE INVOLVED IN SUCH GRIEVANCES; THE CAMPUS PROCEDURE IN EXISTENCE SHALL BE USED.**

Such grievances should be referred to the appropriate offices on campus, if they cannot be resolved by the Athletics Director. Staff grievances should be referred to the campus Personnel Officer; coaches may follow grievance procedures available for faculty. The Board will not involve itself in such procedures.

**9. CAMPUS RELATIONS**

**A. TO ADVISE THE ATHLETICS DIRECTOR ON WAYS TO IMPROVE AWARENESS OF THE DIVISION OF INTERCOLLEGIATE ATHLETICS AMONG MEMBERS OF THE CAMPUS COMMUNITY.**
B. TO PROMOTE FACULTY AWARENESS OF THE PROGRAMS PROMOTING ACADEMIC SUCCESS OF STUDENT ATHLETES.

C. TO ENCOURAGE FACULTY TO COMPLETE REQUESTED TIME SENSITIVE ACADEMIC REPORTS FOR STUDENT-ATHLETES.

D. THE BOARD SHALL CONSIDER AND RECOGNIZE THE ACADEMIC EXCELLENCE AND ACHIEVEMENTS OF STUDENT-ATHLETES AND COACHES.

The Athletics Board will give written recognition to individuals and to teams winning national titles, and may recognize other outstanding achievements.

The Board shall participate in the Annual Student-Athlete Academic Success event to help honor students and coaches for academic excellence. The awards and procedures are included at Appendix I.

10. REPORTING

A. TO SUBMIT TO THE UNIVERSITY PRESIDENT A YEARLY REPORT ON THE ACTIVITIES OF THE ATHLETICS BOARD. A COPY OF THE REPORT SHALL BE FORWARDED TO THE CHAIR OF THE ACADEMIC SENATE. The report shall be prepared by the Chair of the Board and shall be approved by a vote of the Board. It will then be forwarded to the appropriate parties.

B. TO REPORT TO THE ACADEMIC SENATE ANNUALLY AT ONE OF ITS REGULAR SCHEDULED MEETINGS. SUCH A PRESENTATION MAY BE COMBINED WITH THE FAR’S ANNUAL REPORT TO THE SENATE. Typically, this presentation will be at a spring semester Senate meeting. The chair of the Board, or designee, will make the report. The Board will decide if any representative of the DIA should also participate, if permitted by the Senate Chair.

C. TO MAKE SPECIAL REPORTS DURING THE YEAR, AS APPROPRIATE, AND WHEN REQUESTED BY THE PRESIDENT. The report shall be prepared by the Chair of the Board and shall be approved by a vote of the Board. It will then be forwarded to the appropriate parties.

D. To provide reports as required by any Academic Senate by-laws or other rules.

E. COIA: SJSU is a member of the Coalition on Intercollegiate Athletics (COIA), having joined per SS-S05-11. Per this resolution, the chair of the Athletics Board and the Faculty Athletics Representative (FAR) are to work with the Senate Chair to keep the Senate informed via periodic reports, of the activities of COIA and their effect on and relevance to SJSU.
11. OTHER DUTIES

A. The Board will advise the President or Director of Athletics on any matters either may bring to the Board.

B. The Board will be involved in an active capacity in the periodic reviews of the DIA by the NCAA.

C. The Board will help ensure that the role of the Faculty Athletics Representative (FAR) is known throughout the university.

D. The Board will ask the FAR, President’s designee on the Board, and the Athletics Director to keep the Board apprised of WAC and NCAA changes relevant to the campus and the work of the Board.

E. Board members should strive to attend on-campus athletic games and events they are specially invited to such as the new student-athlete orientation and award events.

   Board members should expect to receive from the Athletics Director an all-season pass to on-campus athletic events.

F. Board members should keep themselves apprised of DIA news by periodically visiting the DIA website and reading articles in local papers.
Athletics Board Handbook

Section 3

ADMINISTRATION OF THE BOARD


B. MEETINGS SHALL BE HELD REGULARLY, AT LEAST ONCE A MONTH, AND AT SUCH OTHER TIMES AS ARE DEEMED NECESSARY.

Board meetings will generally be held on the second Wednesday of each month of the academic year from 9 – 10:30 am. If that Wednesday is a holiday, the meeting is moved to the third Wednesday. Generally, any change to this set date should be determined at a spring Board meeting and effective for the next academic year.

The Chair may cancel or postpone a scheduled meeting if there is not sufficient business, or if he/she is aware that there will not be a quorum. A quorum shall be a majority of the Board members.

Agendas and minutes will be mailed to Board members at least a week in advance of meetings.

C. ROBERT'S RULES OF ORDER, SHALL GOVERN THE FUNCTIONING OF THE BOARD EXCEPT AS STATED POLICY, RULES, OR REGULATIONS CONTRAVENE SUCH PROVISIONS.

D. **Standing Rules**
   
   a. Voting:

   Absentee voting: The Board will follow Roberts Rules of Order regarding absentee voting (which includes both proxy and mail voting): "there shall be no proxy votes." In emergencies the Chair may conduct a vote via email or phone. Standing rules of the Academic Senate that govern voting will be followed.

   In accordance with the Unit 3 M.O.U. (15.2), students may contribute information to be used in the deliberations on personnel matters. They may not vote on recommendations regarding personnel.

   Designees to the Board shall be named in writing, and shall hold membership for at least an entire semester.

   b. The Board will meet in Executive Session for all personnel matters. During Executive Session, only tenured full-time faculty unit employees and academic administrators who are regular members of the Board shall attend, in addition to the
Athletics Director. Other persons may be invited to attend when their presence will assist the Board with the matter being considered, and may attend during the pertinent portion of discussion, but not during voting. Strict confidentiality shall be maintained on all matters discussed during Executive Session. Confidential minutes should be taken and filed in the President's Office.

c. Academic Senate by-laws and other rules are to be followed regarding participation of non-members at a Board meeting.

d. Committees

There shall be a Policies and Procedures Standing Committee with the following responsibilities:

Keep the official statement of policies and procedures current, making appropriate changes at such times as the Athletics Board votes changes in the statement; recommend changes of policy or procedure, as needed and appropriate; assist the Chair or Board in interpretation of stated policies and procedures. The Chair shall appoint the committee members and the chair.

Any committee may hold an official meeting with a minimum of two members present.

Non-voting ex-officio members of the Board are voting members of their respective committees.

All committee meetings are open to any member of the Board.

e. Policies and procedures of the Board may be amended by a majority vote of those present at any meeting of the Board at which a quorum is in attendance.
Appendices

A. University Policy F79-4: "SJSU Athletics Board" and amendments F 82-3, F87-7 and F07-2.
B. DIA Statement of Philosophy
C. Mission Statement: Division of Intercollegiate Athletics
D. Role and Responsibilities of Student-Athletes
E. Roles and Responsibilities of Coaching Staff
F. DIA Organization Chart
G. Student Grievance Procedures
H. Compliance Oversight/Review Committee
I. Annual Awards Sponsored by the Board
San José State University

INTERCOLLEGIATE ATHLETICS PHILOSOPHY STATEMENT

San José State University (SJSU) recognizes intercollegiate athletics as an important component of a comprehensive university education. Accordingly, intercollegiate athletics is administered as an institutional program under presidential review and promoted as an integral part of university life. The mission of the Division of Intercollegiate Athletics is consistent with the mission of the University by maintaining education and athletic excellence as the cornerstones of the intercollegiate athletics program. Student participation in intercollegiate athletics promotes social development, well being through exercise, fair play, leadership and organization through team effort, and responsibility to self, team, university and community. Intercollegiate athletics plays an important role in the overall mission of the university by providing an extensive outreach program. By competing with character and dignity, SJSU intercollegiate teams serve to enhance the University’s reputation and public image both regionally and nationally, and foster pride in the University among faculty, students, alumni, and citizens of the community. All student athletes should be capable of, and committed to, completing an undergraduate degree in a timely manner. Coaches, faculty, and university administration and staff are responsible for providing programs that use proven technologies, strategies, and motivational techniques that will enable student athletes to develop and reach their highest potential both academically and athletically. A successful intercollegiate athletics program promotes a sense of community and pride in the University; therefore, the University will offer its students every reasonable opportunity to participate in intercollegiate athletics as athlete and as spectator. Inherent in this ideal is the University’s responsibility to (1) protect the student athlete from physical injury wherever possible, (2) provide support and guidance for student athletes toward their academic goals, (3) ensure that the Intercollegiate Athletics Program is conducted within the resources and overall mission and goals of the University, (4) see that the Intercollegiate Athletics Program abides by the letter and spirit of the University’s nondiscrimination policy, and (5) ensure that the principles of gender equity are maintained throughout the program in accordance with the law and in the spirit of the University's commitment to gender equity.

Unanimously approved by the Athletics Board on 11/11/97
(Supersedes previous Philosophy Statement)
APPENDIX C

Mission Statement
Division of Intercollegiate Athletics
San José State University
(Supersedes Mission Statement of 1987)

San José State University conducts a comprehensive intercollegiate athletics program at the Division I-A level which supports the role of a state university and which adheres to the following athletic philosophy:

A. The athletics program should be administered as an educational program and as an integral part of university life. The mission of the athletics program must remain consistent with the overall mission of the institution.

B. Student-athletes will be provided with the opportunity to and be encouraged to progress toward a degree of their choice as well as the opportunity to develop athletic abilities in an environment consistent with high standards of academic scholarship, sportsmanship, leadership and institutional loyalty.

C. It should be recognized that a healthy, well administered athletic program:

1. Is an important part of a well-rounded and comprehensive university dedicated to the service of a broad range of student, faculty, and public interests;

2. Can and should develop character, maturity, and a sense of fair play as well as athletic excellence and physical vigor;

3. Is important in engendering community support for the institution at the national, regional, and local levels;

4. Fosters pride in the university among faculty, students, alumni, and citizens of the community;

5. Generates revenues to support, at least, in part, intercollegiate teams and athletes;

6. Abides by the letter and the spirit of the law requiring nondiscrimination on the basis of sex, race, creed, or national origin.

D. The objective of the athletic program includes the following:
1. To encourage scholarship, sportsmanship, fair play, and a sense of responsibility among all athletes, students, faculty members, staff members, alumni, and supporters of the program;

2. To field disciplined and competitive athletes and teams coached and supported by skilled people who are dedicated to the observation of the spirit as well as the letter of all the applicable rules;

3. To schedule appropriate competition for athletes and intercollegiate teams;

4. To have the Athletics Department recognized as an ethical, non-discriminatory and well-managed department by avoiding the appearance as well as the incidence of impropriety;

5. To provide superior training and medical support for all intercollegiate athletes;

6. To strive for improvement and enhancement in the system of intercollegiate athletics by cooperation with other institutions and athletic associations.

Adopted in 1998
ROLE & RESPONSIBILITIES OF STUDENT-ATHLETES

Student-athletes at San José State University are first and foremost students pursuing academic disciplines at the institution that also have developed talents and abilities which allow them the opportunity to participate in intercollegiate athletics. Participation in intercollegiate athletics is a privilege rather than a right and one that must be earned in qualifying for admission into the University and retained by successful academic performance on a yearly basis.

It is expected that students participating in intercollegiate athletics will pursue vigorous academic subjects and graduate at a rate equal to or greater than the student body at San José State University. The University is responsible for providing resources to ensure the greatest possibility of successful academic performance of its students. It will be the responsibility of student-athletes to take advantage of the given opportunities and resources provided by the institution.

The student-athlete is responsible for compliance to institutional, conference and NCAA rules and regulations. Additionally, each student-athlete must follow Division and team regulations. It is recognized that intercollegiate athletics receives considerable media exposure and public attention. Accordingly, students participating in the intercollegiate athletics program are expected to deport themselves at the highest level at all times and promote positive relationships with fellow students, faculty, staff, alumni, media and friends of the University.

The success of an intercollegiate athletics program at San José State University will be judged upon the academic and athletic performance of student-athletes as well as their contributions to society after graduation.
Members of the coaching staff at San José State University play an important role in the academic, athletic and personal development of student-athletes. The physical and mental well being of student-athletes will assume a primary role for coaching staff members.

Coaches subscribe to the Mission Statement of the Division of Intercollegiate Athletics and will be responsible for conducting their programs consistent with the following guidelines.

The coaching staff is committed to providing the highest quality of athletic training to further develop the abilities of student-athletes. Coaches will be responsible for plans and strategies to achieve this goal for student-athletes. Additionally coaches will strive to increase their teaching and coaching abilities by participation in educational and faculty development opportunities.

It is expected that members of the coaching staff will recruit students possessing excellent athletic talents who meet the admissions standards of San José State University. Coaches will be responsible for providing an environment that is supportive of academic achievement of these student-athletes.

Accordingly, coaches will schedule practice sessions and competition in a manner that will ensure student-athletes adequate time to pursue their academic goals. Members of the coaching staff will also encourage student-athletes to use the resources provided by the campus to further develop their academic and personal potential.

Coaching staff members are expected to be sensitive to the aspirations of the various internal and external constituencies of the San José State campus. Coaches' personal conduct will foster positive relationships with students, faculty, staff, alumni, media and friends of the University.

Members of the coaching staff are expected to conduct their program consistent with the regulations of the institution, conference and National Collegiate Athletic Association. The integrity of the athletic program is to be held in the highest regard at all times and coaches will deport themselves in a manner that reflects this commitment.

Recognizing the limited resources of the Division of Intercollegiate Athletics, coaches are responsible for conducting their programs within sport budget and adhering to all guidelines established by the university and athletic administration.
APPENDIX F

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Student-Athlete Grievance Procedure

Every student at San José State has access to a number of problem solving mechanisms within the University. Our student-athletes have the same access to these grievance channels as any other student and their athletic and academic advisors can make them aware of those channels when problems arise. However, because there are sometimes special problems that arise out of the student-athlete’s role within the University that might not be addressable through the normal grievance procedures of the University, there has been established through the University Athletics Board a special grievance procedure to deal with those problems.

It is assumed that most problems that arise for the student-athlete can and should be resolved between that athlete and her or his individual coach. If that has been tried and has failed to remedy the situation, then the athlete should next take his/her grievance to the Athletics Director. Every effort should be made at that level to have the problem resolved. If those two steps have not brought a successful resolution to the problem and the student-athlete wants to continue the grievance, the grievance should be put in writing and sent through the Athletics Director to the Chair of the Athletics Board. The Chair of the Board will refer the grievance to the Grievance Panel of the Board for resolution.

The following procedures outline the Board’s grievance policy:

1. Two faculty and one student from the existing Board shall be chosen by lot to serve as the panel. The Panel will serve to hear any grievances that come before the Board during that academic year (June 1 to June 1). The Panel shall be treated as any sub-committee of the Board and the persons assigned to that group will not be expected to serve on other sub-committees until every Board member has assumed his/her share of such responsibilities. A new Panel will be named each year and not more than one member of the Board will be held over for the next academic year.

2. The Panel will elect a Chair as soon as it has been organized. When the Chair of the Board receives a grievance it should be forwarded immediately to the Chair of the Panel. The Chair should convene the Panel within five school days after having received the grievance.

3. The Panel will review the grievance and make a determination as to how it wishes to proceed. After having made a determination as to whether the grievance is appropriate for its consideration, the Panel may want to interview the persons involved in the grievance, to send the grievance back to the level from which it came to attempt resolution again, to seek evidence from other parties, etc. Each case will be approached...
as is deemed most appropriate by the Panel. The Panel is free to refer the grievance to another existing grievance body within the University, if that seems most appropriate. It can also appropriately determine that the issue raised is not an appropriate grievance and so inform the grievant. The Panel will handle all grievances in as timely a manner as is possible. If the absence of a member of the Grievance Panel would make timely resolution of the problem impossible, the Chair of the Athletics Board should name another member of the Board (in the same member category of the person being replaced) as a replacement member of the Panel for that grievance only.

4. Having heard the grievance and come to some decision as to a fair resolution of the problem, the Grievance Panel shall make its recommendation to the Athletics Director, with a report of the grievance and the Panel’s recommendation also going to the Chair of the Board. If the Panel is not able to come to what it feels to be a fair solution of the problem being grieved, it should refer the matter to the entire Athletics Board. The Board would then become the Grievance Panel for that particular grievance and would follow the same procedures as outlined for the regular Panel. A majority vote will determine the recommendation at both levels of the grievance. Those whose will has not prevailed have the right to send a minority report to the Athletics Director and the Chair of the Athletics Board at the same time the recommendation for the Panel is sent.

Financial aid grievances are not handled by the Board. See Section 8 of the Handbook for the process for grievance for transfer denial.
MISSION STATEMENT OF SJSU COMPLIANCE OFFICE

The mission of the San José State University Athletics Compliance Office shall be to conduct efficiently the business of NCAA compliance as directed for the University's president, the NCAA and the Western Athletics Conference. A basic purpose of the athletics compliance office is to maintain the institution's integrity in the area of athletics compliance and to assist the athletics department in maintaining intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body.

The compliance office shall be dedicated to maintaining the highest standards of quality and professionalism by working together in an environment that promotes respect, communication, and teamwork; by encouraging professional growth and training; by supporting creativity and vision; by seeking out diversity; and by fostering individual empowerment and personal well-being.

*TO PROVIDE* the highest standard of excellence in athletic compliance while pursuing continuous quality improvement;

*TO STIMULATE* the greatest degree of knowledge related to NCAA rules and regulations; and

*TO SUPPORT* the university staff and constituents in satisfying those whom the compliance coordinator serves.

Role of the Compliance Director

The Athletics Compliance Office works to identify and reduce areas of risk within the athletics program that could negatively impact San José State University. If a problem arises, it is the responsibility of the Athletics Compliance Office to determine how the problem occurred, how it could have been prevented, and how to reduce the chances of it occurring in the future.

The two main functions of the Athletics Compliance Office are to educate and monitor. The compliance staff meets regularly with coaches and student-athletes to provide information and materials on the applications of the complexities of the NCAA Bylaws, and at the same time
provides as much information as possible to the San José State University Community. The staff also monitors functions of the athletics department that are governed by NCAA legislation.

A misconception about the role of the Athletics Compliance Office is that because San José State University has an athletics compliance office, no problems will occur. Unfortunately, this is not the case.

Just as having a fire station does not stop fires from occurring, a compliance office cannot stop violations from occurring within an athletics program. Many people are involved in the operation of an athletics program that make decisions daily that affect the program positively or negatively. Commitment to compliance is a shared responsibility. Each person interested in San José State University athletics assists the athletics program by knowing and complying with NCAA rules.

The Purpose of the Compliance Review Team

The Compliance Review Team (CRT) will review the following procedures, identify areas of concern, supplement existing programs, and make any other constructive suggestions as to their efficacy:

- Financial Aid
- Rules Violation Recordation
- NCAA Appeal Procedures
- WAC Appeal Procedures
- General Compliance Oversight (including booster involvement, complimentary ticket procedures, and monitoring of full-time enrollment)
- Recruiting
In 2006, the Board began a practice of issuing awards to teams with the top GPAs and to the Assistant and Head Coaches for their efforts in support of the academic success of their teams. The awards are given at the annual student-athlete academic success event.

The following awards are given:

1. Best Academic Improvement by a Team
2. Most Outstanding Academic Performance by a Men’s Team
3. Most Outstanding Academic Performance by a Women’s Team
4. Academic Head Coach
5. Academic Assistant Coach

For the first year of the awards (2006), there was only one award for Most Outstanding Academic Performance by a Team. The Board decided to turn this into two awards starting in 2008.

The recipients of Awards 1, 2 and 3 above are based on GPA determined by the DIA. For Awards 4 and 5, the DIA provides two to four nominees for each and a nominating statement. The chair of the Board or designee should meet with the nominees to obtain more information to share with the Board prior to voting on the recipient of the coach awards.

The Board works with the President’s Office and the DIA to obtain the physical awards and to pay for them.

Past Award Recipients:

<table>
<thead>
<tr>
<th>Year</th>
<th>Best Academic Improvement by a Team</th>
<th>Most Outstanding Academic Performance by a Men’s Team</th>
<th>Most Outstanding Academic Performance by a Women’s Team</th>
<th>Academic Head Coach</th>
<th>Academic Assistant Coach</th>
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<tbody>
<tr>
<td>2006</td>
<td>Men’s Cross Country</td>
<td>Estele O. Argabright, Men’s and Women’s Cross Country</td>
<td>Byron E. Nepomuceno, Women’s Tennis</td>
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<tr>
<td>2007</td>
<td>No awards issued</td>
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<tr>
<td>2008</td>
<td>Men’s Basketball</td>
<td>Baseball</td>
<td>Gymnastics</td>
<td>Wayne Wright, Gymnastics</td>
<td>Jeff Pritchard, Baseball</td>
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