

NCAA Division I Academic Performance Program Head Coaches' APR Portfolio Employment Data Instructions

During its January meeting, the NCAA Division I Board of Directors approved a publicly available database for reporting the NCAA Division I Academic Progress Rate (APR) for all Division I head coaches. During the 2008-09 APR/Academic Performance Census (APC) data collection institutions are required to submit the names and employment dates for all head coaches in the sports of baseball, men's and women's basketball, football and women's indoor and outdoor track and field. This data is required for all head coaches employed from August 1, 2003 to the present. Submission of information for head coaches from all other sports will occur during the fall 2010 APR/APC data collection.

For purposes of this data, only coaches officially employed by a Division I institution as a head coach will be included in the database. A head coach designated as an "interim," will not be included in the portfolio for the "interim" period. Therefore, there may be dates for which there was no "head coach" for this study.

Head coaches will have the opportunity to review their employment history and single-year APR data during a designated time period, to be specified.

The names and employment dates of the head coaches for the selected sports have been provided; however, institutions must verify the accuracy of the data and make any corrections prior to submitting the 2008-09 APR/APC data. If corrections are needed after the institution has submitted its APR/APC data, institutions may request changes during the 14 day correction phase.

1. Verifying Head Coach Data.

- a. Click on the plus sign "+" next to each sport listed to review the head coach data.
- b. Verify the name(s) of all head coach(es) employed by the institution from August 2003 through the current head coach. The default "employment start month" for all coaches is July of the year they began duties as the head coach.
- c. To change the employment dates click on the drop down boxes under "Employment start month," "Employment start year," "Employment end month" and/or "Employment end year" and selected the accurate month/year.
- d. If the coach was not employed by the institution as the head coach for the selected sport, click on the "Delete" button to the right of the coach's name.
- e. Click the "Update (sport)" button to save the changes.
- f. Repeat the steps for each sport.

- g. If the institution employed multiple head coaches for some or all academic years, all head coaches for all academic years must be listed. If the institution employed co-head coaches with overlapping employment dates, both coaches must be listed with their individual employment dates as head coach.

2. Adding a Head Coach Not Listed.

- a. If a head coach was employed during the selected time period and his or her name does not appear in the data provided, click the "Add coach from database" button to search for the head coach's name.
- b. Type at least the first letter of the head coach's first name and last name in the appropriate text boxes and select the sport to be searched. Click the "Query" button. By selecting the sport from the drop down box, it will limit the search to coaches in the database for that sport. To search all sports, select the "All sports" option from the drop down box.
- c. A list of head coaches in the NCAA database will appear. If the head coach's name appears, click on the name. To verify it is the correct person, the names of other institutions at which the coach has been employed as a head coach will appear. If the name appears multiple times because he or she has been employed at multiple institutions, any of the entries may be selected to add the coach to the institution's list of head coaches.
- d. A new screen will appear. From the drop down box, select the sport for which he or she was the head coach at the institution and select the employment start month and year and employment end month and year.
- e. Click the "Save coach" button.
- f. Repeat process if another head coach needs to be added to the sport list.
- g. If the head coach's name is not found using the search function, click the "Add coach not found in database" button at the bottom of the list of coaches.
- h. A new screen will appear. Enter the required information.
- i. Click the "Save" button.
- j. The head coach's name will appear on the list of head coaches for the sport; however, the status will be listed as "Pending – cannot modify." The NCAA staff

will review the name of the coach and contact the person submitting the coach's information if there are any additional questions.

- k. Repeat process if another head coach needs to be added to the sport list.

3. Head Coach's Name Misspelled.

- a. If the coach's name provided is misspelled, go through the steps to add the correct name of the coach from the database by clicking the "Add coach from database" button and following the steps listed above. Delete the record in the institution's data that is misspelled.
- b. If the correct spelling is not located in the database, click on the "Report Misspelling" button to the right of the coach's name for the appropriate coach.
- c. A new screen will appear. Enter the correct spelling of the first and/or last name in the text box(es). Enter the e-mail address of the individual submitting the correct spelling of the name.
- d. Click the "Report Misspelling" button. The NCAA staff will review the corrected name and make the necessary changes. If the staff has any questions regarding the request, they will contact the individual submitting the misspelling via e-mail.

4. Verifying the Head Coach Data is Accurate.

- a. After reviewing the head coaches for all sports listed and making any corrections, click the check box next to the statement "The Head Coach information has been verified and is correct."
- b. Click the "Verified" button.