## [If individual will also be employed as head coach, separate employment agreements must be executed for Head Coach and Assistant Athletics Director.]

## ASSISTANT ATHLETICS DIRECTOR EMPLOYMENT AGREEMENT

## (Salary $100,000 and Under)

THIS EMPLOYMENT AGREEMENT (this “Agreement”) is between The University of Texas \_\_\_\_\_\_\_\_\_\_\_ (the “University”) and \_\_\_\_\_\_\_\_\_\_ **[insert full name of person]** (“Assistant Athletics Director”) (collectively, the “Parties”). This Agreement terminates and replaces any prior agreement between the parties relating to the employment of Assistant Athletics Director by the University.

For and in consideration of the mutual promises and covenants set forth herein, the Parties agree as follows:

**1. DEFINITIONS**

As used in this Agreement (including within these paragraphs) the following terms shall have these meanings:

“NCAA” shall mean the National Collegiate Athletic Association, and its successor. **[If institution belongs to the NAIA, exchange the term NCAA with NAIA throughout the document and replace National Collegiate Athletic Association with National Association of Intercollegiate Athletics in the definition above.]**

“\_\_\_\_\_\_\_\_\_\_” shall mean the \_\_\_\_\_\_\_\_\_\_ Conference, its successor or any other athletic conference of which the University may be a member.

“Governing Athletics Rules” shall mean any and all present or future legislation, rules, regulations, directives, written policies, bylaws and constitutions, and official or authoritative interpretations thereof, and any and all amendments, supplements, or modifications thereto, promulgated hereafter by the NCAA or the \_\_\_\_\_\_\_\_\_\_ Conference or any successor of such association or conference, or by the Athletics Director in the conduct and administration of the Athletics Department.

“University Rules” shall mean any and all present or future legislation, rules, regulations, directives, written policies, bylaws, and constitution, and official or authoritative interpretations thereof, and any and all amendments, supplements, or modifications thereto promulgated hereafter by the University or by the Board of Regents of The University of Texas System.

**2. TERM OF EMPLOYMENT**

The term of this Agreement shall begin on \_\_\_\_\_\_\_\_\_\_, and shall terminate on \_\_\_\_\_\_\_\_\_\_ (the “Term”), subject to the provisions below for termination. To extend or renew the Term of this Agreement, both Parties must sign a written agreement to do so. Assistant Athletics Director agrees that oral agreements to renew or extend this Agreement are invalid and non-binding. This Agreement in no way grants Assistant Athletics Director a claim to tenure in employment, nor shall Assistant Athletics Director’s service pursuant to this Agreement count in any way toward tenure at the University.

**3. ASSISTANT ATHLETICS DIRECTOR’s DUTIES AND RESPONSIBILITIES**

**A. Duties and Responsibilities.** Subject to the other provisions of this Agreement, the Assistant Athletics Director shall devote **his/her** best efforts full-time to leadership, supervision, and promotion of the University’s stable intercollegiate athletic programs (the “Programs”). Assistant Athletics Director will report directly to and act and perform to the reasonable satisfaction of the Athletics Director, who will determine Assistant Athletics Director’s duties and responsibilities.

In **his/her** position as Assistant Athletics Director, **he/she** is responsible for the duties normally associated with an assistant Athletics Director at a Division \_\_ university. The duties and responsibilities of the position include, but are not limited to, the following:

(1) Work with the Athletics Director to assure that the University has plans, policies, procedures, and programs that are in compliance with the Governing Athletics Rules and University Rules, and that promote the mission of the University, the University’s high standard of academic excellence, and the general welfare of student-athletes;

(2) The University has established a tradition of ethical conduct at all levels of University life. In accordance with this tradition, Assistant Athletic Director, as a member of the Athletics Department, agrees to represent the University in an honorable and ethical manner at all times. Standards for ethical conduct are established and enforced by the University, the University of Texas System, the \_\_\_\_\_\_\_\_\_\_ Conference and the NCAA.

(3) Use **his/her** best efforts to ensure that all academic standards and requirements of the University, including the University Rules, Governing Athletics Rules, and all state and federal laws, and ensure compliance by coaches and other athletic department personnel;

(4) Develop procedures and programs that assure the welfare of student-athletes; ensure that coaching and administrative staff actively support the Department of Athletics and the University’s joint commitment to academic achievement for each student-athlete, to include promoting academic advising and counseling services; maintain and environment in which the pursuit of higher education is a priority as reflected by class attendance, grade point averages, the NCAA academic progress rates (APR), and the NCAA and federal graduation rates;

(5) Assist the Athletics Director with hiring and supervising all administrative and other personnel as deemed appropriate for the proper and effective functioning of a major intercollegiate athletic program in the framework of the values and traditions of the University, consistent with the University Rules and Governing Athletics Rules, and with the supervision and approval of the Athletics Director, as appropriate;

(6) Assist the Athletics Director in ensuring the fiscal integrity of the Programs, including developing strategic plans and budgets, raising private funds, monitoring the expenditure of all funds consistent with all state and federal laws, University Rules, and Governing Athletics Rules;

(7) Identify needs for renovation and repairs consistent with principles of equal access and athletics; negotiate and recommend sports marketing, apparel, and shoe sponsorship arrangements;

(8) Consult regularly with the Athletics Compliance staff regarding the interpretation of applicable rules, and bring any differences of opinion to the Athletics Director for resolution; assist the Athletics Compliance staff or other designated individuals in investigating all cases where an alleged violation of a University Rule or Governing Athletic Rule has or may have occurred;

(9) Assist the Athletics Director with scheduling athletic events and games, and identify and recommend adding or removing varsity sports teams; and

(10) Perform such other duties as assigned from time to time by the Athletics Director.

**B. NCAA and Other Governing Athletics Rules and University Rules.**

(1) Assistant Athletics Director agrees to know, recognize, and comply in all respects with NCAA and other Governing Athletics Rules and University Rules. In the performance of all **his/her** duties and obligations under this Agreement, Assistant Athletics Director will abide by and comply with all Governing Athletics Rules and University Rules and all decisions issued by the University. Violations of any Governing Athletics Rules or University Rules by Assistant Athletics Director will be sufficient cause for disciplinary action.

(2) It shall be the responsibility of Assistant Athletics Director to promote an atmosphere of compliance within the Programs and to monitor the activities regarding compliance of all coaches and other administrators involved with the Programs who report directly or indirectly to the Athletics Director. If, at any time during the Term of this Agreement, Assistant Athletics Director knows, or has reasonable cause to believe, that **he/she** or any student-athlete, coach, or staff member of any University Athletics Department program; any student, faculty member, or agent or employee of the University; or any outside individual has violated, or allowed or caused to be violated, any Governing Athletics Rules or University Rules, or if Assistant Athletics Director receives notice or information that the NCAA or the \_\_\_\_\_\_\_\_\_\_ Conference intends to investigate or to review any alleged violations of Governing Athletics Rules or University Rules, or if Assistant Athletics Director receives notice or information that any law is alleged to have been violated by any student-athlete or coach of any University Athletics Department program, including **him/her**self, **he/she** must immediately report such information, knowledge, or belief to the Athletics Compliance staff.

(3) If Assistant Athletics Director is found to be in violation of Governing Athletics Rules, whether while employed by the University or during prior employment at another NCAA member institution, Assistant Athletics Director shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, including suspension without pay, or the employment of Assistant Athletics Director may be terminated as provided in Section 6.A of this Agreement.

**C. Reassignment of Duties.** Throughout the Term of this Agreement, Assistant Athletics Director shall use **his/her** best full-time energies, efforts, and abilities for the exclusive benefit of the University. It is understood by the Parties, however, that during the Term of this Agreement, the University retains the right to reassign Assistant Athletics Director to other positions with different duties and responsibilities within the Athletic Department that University deems to be reasonably consistent with Assistant Athletics Director’s education and experience. In the event of such reassignment, beginning on the date of such reassignment, Assistant Athletics Director’s total compensation for the performance of such reassigned duties and responsibilities shall be the Base Salary in effect at the date of reassignment, which salary is listed in Section 5.A(1) of this Agreement. **[**The University’s obligations under Section 5.B shall terminate upon reassignment at the University’s sole discretion.**][Include this sentence only if University is providing performance incentives to the Assistant Athletics Director.]** Upon cessation of Assistant Athletics Director’s duties and responsibilities, Assistant Athletics Director shall voluntarily relinquish all appointments on NCAA or athletic conference committees, subcommittees and/or councils of any nature. If the University exercises its right to reassign Assistant Athletics Director and Assistant Athletics Director refuses to accept such reassignment, the University may terminate this Agreement pursuant to Section 6.A.

**4. OTHER EMPLOYMENT**

During the Term of this Agreement, Assistant Athletics Director shall be permitted to engage in outside employment only after receiving the prior written approval of the President of the University. Approval shall be required annually. Each request for approval must be in writing and shall specify the source and amount of the income or benefit to be received. Assistant Athletics Director shall make a written annual report to the President of the University specifying the amount of all income and benefits from approved sources outside the University. Except when Assistant Athletics Director is required by the University to endorse, promote, appear in advertisements of, or consult with regard to athletic equipment or accessories for the purpose of complying with contractual obligations of the University, the name, marks, or logos of the University may not be used and Assistant Athletics Director may not be identified as the Assistant Athletics Director at the University (1) for purposes related to any employment, consulting, or athletically related activities of Assistant Athletics Director, other than for the University, or (2) in connection with Assistant Athletics Director’s endorsement, support, promotion, or advertisement of any person, partnership, corporation, association, product, or service.

**5. COMPENSATION AND BENEFITS**

**A. Base Salary.**

(1) Effective \_\_\_\_\_\_\_\_\_\_ **[insert begin date from Section 3]**, the annual **[“annual”, should be used only if the duration of the contract is for a period greater than one year]** Base Salary for duties performed by Assistant Athletics Director under this Agreement shall be $\_\_\_\_\_\_\_\_\_\_, payable in 12 monthly installments. **[**The Base Salary will be reviewed at least annually and may be adjusted as required by the legislature or as deemed appropriate by the University.**][Include this sentence only if the duration of the contract is for a period greater than one year.]**

(2) Assistant Athletics Director will also receive all other regular employment benefits provided by the University to similarly-situated administrative and professional non-tenured, at-will employees of the University, and such benefits may be modified or terminated. Assistant Athletics Director acknowledges and agrees that such regular employment benefits may be modified from time to time, including, without limitation, terminated, as provided for by legislative action of the State of Texas or by action of the Board of Regents of The University of Texas System or the University.

**[Performance Incentives are Optional – delete the next paragraph if not applicable.**

**Please note that 34 CFR 668.14(b)(22) prohibits institutions from paying a commission, bonus, or other incentive payment to any employee (including athletic staff) based on securing enrollments or financial aid to institutional personnel involved in recruitment or making decisions about awarding Title IV aid. However, the regulations do not consider “bonus” payments made to coaching staff or other athletic department personnel to be prohibited if they are rewarding performance other than securing enrollment or awarding financial aid, such as a successful athletic season, team academic performance, or other measures of a successful team.]**

**B. Performance Incentives.** Provided that sufficient funds are available from athletics revenue or gifts for the unrestricted use of the Department of Athletics, Assistant Athletics Director shall be entitled to receive additional non-salary compensation from the University in the form of the following stated bonuses for increased responsibilities, provided that all varsity sports are in compliance with all Governing Athletics Rules and University Rules, and there are no pending or active NCAA or \_\_\_\_\_\_\_\_\_\_ Conference investigations or major violations of which Assistant Athletics Director knew or should have known.

**[Insert Incentives – See examples below**

(1) Football. Assistant Athletics Director is eligible for one of the following bonuses (ties would be decided by the \_\_\_\_\_\_\_\_\_\_ Conference tie breakers):

(a) $15,000 in any contract year in which the Football team wins the \_\_\_\_\_\_\_\_\_\_ Conference championship; or

(b) $10,000 in any contract year in which the Football team finishes the \_\_\_\_\_\_\_\_\_\_ Conference regular season in second, third or fourth place; or

(c) $5,000 in any contract year in which the Football team finishes the \_\_\_\_\_\_\_\_\_\_ Conference regular season in fifth or sixth place; or

(d) $20,000 in any contract year in which the Football team wins the NCAA national championship.

These bonuses are not cumulative. Any amount earned will be paid within 60 days following the date of the bowl game.

(2) Other Varsity Sports Team. Assistant Athletics Director is eligible for one of the following bonuses:

(a) $5,000 in any contract year for each varsity sports team that wins the \_\_\_\_\_\_\_\_\_\_ Conference regular championship; or

(b) $2,500 in any contract year for each varsity sports team that participates in post-season NCAA competition; or

(c) $5,000 in any contract year for each varsity sports team that wins an NCAA championship.

[These bonuses are not cumulative per team. Any amount earned will be paid within 60 days following the last game/match/meet played by the team in the NCAA post-season competition.**]**

**C. Deductions from Compensation.** Payments to Assistant Athletics Director by the University pursuant to the terms of this Agreement shall be subject to all deductions required by state and federal law or regulation. The University will make such other deductions permitted by law and authorized by Assistant Athletics Director in writing.

**6. SUSPENSION AND TERMINATION**

**A. Suspension or Termination by the University for Cause.** The University shall have the right and option to either suspend Assistant Athletics Director for a period of time with or without pay or to terminate Assistant Athletics Director’s employment and this Agreement for cause prior to the termination date stated in Section 2 above. In the event this Agreement is terminated for cause, all obligations of the University to make further payment or provide any other consideration hereunder shall cease as of the date of termination. In no case shall the University be liable to Assistant Athletics Director for the loss of any collateral business opportunities, or any benefits, perquisites, income, or consequential damages suffered by Assistant Athletics Director as a result of the University’s termination of **his/her** employment. In addition to its normally understood meaning in employment contracts, the term “cause” shall include, without limitation, any of the following:

(1) Failure or refusal by Assistant Athletics Director to perform any of the obligations, duties or responsibilities outlined in Section 3 or any refusal or unwillingness to perform any of such obligations, duties or responsibilities in good faith and to the best of Assistant Athletics Director’s abilities; or

(2) A serious or major violation or a pattern of violations of any Governing Athletics Rules or University Rules, whether intentional or negligent, or the allowing or condoning, whether directly or by negligent supervision, of any such violation or pattern of violations, by any coaching staff or other person under Assistant Athletics Director’s supervision and direction, including student-athletes in the Programs, which violation was known (or reasonably should have been known) by Assistant Athletics Director in the course of **his/her** normal duties, and which may, in the sole judgment and discretion of the President, reflect adversely upon the University, its athletics program or The University of Texas System, including, without limitation, any violation which may result in the University being investigated or placed on probation by the NCAA or the Conference; or

(3) Failure by Assistant Athletics Director to report immediately to the Athletics Director or Athletics Compliance staff any alleged violations of the Governing Athletics Rules or University Rules by any coaching staff, student-athletes, or other persons that become known to Assistant Athletics Director; or

(4) Any conduct (a) that the University administration reasonably determines is unbecoming to the Assistant Athletics Director, or which reasonably brings into question the integrity of the Assistant Athletics Director, or that would render Assistant Athletics Director unfit to serve in **his/her** position and reflects poorly on the University, the Programs, or The University of Texas System; or (b) resulting in a criminal charge being brought against Assistant Athletics Director involving a felony, or any crime involving theft, dishonesty, or moral turpitude; or

**The University shall have no obligation to use progressive discipline regarding Assistant Athletics Director’s misconduct. Any University decision to utilize progressive discipline shall not create any future obligation for the University to use progressive discipline.**

**B. Termination by the University without Cause.** The University shall have the right to terminate Assistant Athletics Director’s employment and this Agreement without any reason and without cause prior to the termination date stated in Section 2 above. In the event this Agreement is terminated without cause, (1) all obligations of the University to Assistant Athletics Director pursuant to this Agreement shall cease as of the date of any such termination, and (2) Assistant Athletics Director shall be eligible for any post-termination benefits applicable to regular employees of the University (i.e. COBRA insurance eligibility, et al).

**C. Termination of Employment by Assistant Athletics Director.** If Assistant Athletics Director terminates **his/her** employment under this Agreement prior to its expiration in accordance with this Section 6.C, **his/her** compensation and benefits, to the extent not already vested, shall cease upon the termination date.

**D. Waiver of Claims.** The financial consequences of termination of this Agreement or suspension hereunder are exclusively set forth herein. Therefore, with the sole exception of payments required by this Agreement, in any instance of termination for cause or without cause, or suspension effected in accordance with the procedures established in this Agreement, neither Assistant Athletics Director nor the University shall be entitled to receive, and each hereby waives any claim against the other, and their respective officers, directors, agents, employees, successors, and personal representatives for consequential damages by reason of any alleged economic loss, including, without limitation loss of collateral income, deferred income, loss of earning capacity, loss of business opportunity, loss of perquisites, loss of fees from speech, or other outside activity, or damages allegedly sustained by reason of alleged humiliation or defamation resulting from the fact of termination, the public announcement thereof, or the release by the University or Assistant Athletics Director of information or documents required by law. Assistant Athletics Director acknowledges that, in the event of termination of this Agreement for cause, without cause or otherwise, Assistant Athletics Director shall have no right to occupy the position of assistant Athletics Director and that **his/her** sole remedies are provided herein and shall not extend to injunctive relief.

**E. Termination for Disability/Death.** If Assistant Athletics Director dies or becomes permanently disabled to the extent that, in the judgment of the President, Assistant Athletics Director cannot satisfactorily perform the duties of Assistant Athletics Director (“Inability to Perform”), this Agreement shall terminate and all obligations of the University to compensate Assistant Athletics Director pursuant to this Agreement shall cease as of the date of such death or disability. The University shall be obligated to compensate Assistant Athletics Director or Assistant Athletics Director’s estate in accordance with this Agreement for services performed prior to the termination date and, Assistant Athletics Director or Assistant Athletics Director’s estate shall be entitled to those benefits, if any, that are payable under any University sponsored group employee insurance or benefit plan in which Assistant Athletics Director is or was enrolled.

**7. MISCELLANEOUS**

**A. Merger and Amendment.** The provisions of this Agreement constitute the entire agreement between the Parties with respect to the subject matter hereof and no prior or contemporaneous agreement, either written or oral, shall have the effect of varying the terms hereof. No amendment to this Agreement shall be effective unless reduced to writing and signed by the Parties.

**B. Unenforceability of Provisions.** The provisions of this Agreement are severable. If any provision of this Agreement is determined by a proper court or authority to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect or impair the remainder of this Agreement, and this Agreement shall remain in full force and effect without such invalid, illegal, or unenforceable provision.

**C. Governing Law.** This Agreement shall be construed, enforced, and governed by and in accordance with the laws of the State of Texas. The University and Assistant Athletics Director agree that venue for any dispute arising from or related to employment shall be in \_\_\_\_\_\_\_\_\_\_\_ County, Texas. This provision does not prevent the University from removing to federal court any action brought in state court, and Assistant Athletics Director hereby consents to, and waives any objections to such removal.

**D. Exemptions, Privileges, and Immunities.** It is expressly agreed and understood between the Parties that nothing contained herein shall be construed to constitute a waiver by the University of its right to claim such exemptions, privileges, and immunities as may be provided by law.

**E. Mutual Understanding.** Each party has read this Agreement, fully understands the contents of it, has had the opportunity to obtain independent legal advice regarding the Agreement’s legal effect, and is under no duress regarding its execution.

**F. Confidentiality; University Records.** All materials or articles of information, including, without limitation, financial records, personnel records, recruiting records, team information, films, statistics and any other material or data furnished to Assistant Athletics Director by the University or developed by Assistant Athletics Director on behalf of the University or at the University’s or Assistant Athletics Director’s direction or supervision, are and shall remain the sole and confidential property of the University. Within 10 days of the expiration of this Agreement or its earlier termination with or without cause by either party, Assistant Athletics Director shall immediately cause any such materials in **his/her** possession or control to be returned and delivered to the University and **he/she** shall not be entitled to retain any copies thereof. At the same time, Assistant Athletics Director shall return all credit cards and keys issued to **him/her** by the University.

**G. Counterparts.** This Employment Agreement may be executed and delivered in any number of counterparts, each of which when executed and delivered shall be deemed to be an original, but all such counterparts shall together constitute one and the same Employment Agreement.

**H. Disclosure.** The parties acknowledge and agree that the University is required to comply with the Texas Public Information Act.

**I. Review.** This Agreement is subject to review and approval by the President or President’s delegate and the Executive Vice Chancellor for Academic Affairs.

IN WITNESS WHEREOF, the Parties hereto, having represented and warranted their authority to enter into and execute this Agreement, has executed this Agreement effective as of the last date written below.

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| **UNIVERSITY:** | **ASSISTANT ATHLETICS DIRECTOR:** |
| **THE UNIVERSITY OF TEXAS \_\_\_\_\_\_\_\_\_\_\_**  By:  **[**Name of Executing Officer**]**  President **[**Vice President for Business Affairs**]**  Date: | **[**Full Name of Assistant Athletics Director**]**  Date: |
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| --- | --- |
| **APPROVED:**  *Total Annual Compensation of $250,000 or Greater, But Less Than $1,000,000:*    Alan Marks  Associate Vice Chancellor of Academic  Affairs and Athletics Counsel  The University of Texas System  **OR**  *Total Annual Compensation of $1,000,000 or Greater or Those With Proposed Multiyear Agreements Totaling $1,000,000 or Greater:*    Steve Leslie  Executive Vice Chancellor for  Academic Affairs  The University of Texas System | Date:  Date: |