

Division of Intercollegiate Athletics

January 09, 2009

Mr. Ryan Cubit
 Assistant Football Coach
 Western Michigan University
 Division of Intercollegiate Athletics
 1903 W. Michigan Ave.
 Kalamazoo, MI 49008



Dear Ryan:

As we have discussed, the University has a policy which provides that relatives may not participate in or otherwise influence University decisions which involve members of their own families, including hiring, promotion, retention, leaves, and pay changes. The purpose of this letter is to clarify your reporting responsibilities so the University ensures compliance with this important policy.

In the execution of the job duties as Assistant Football Coach in the Division of Intercollegiate Athletics, you will report to the Director of Intercollegiate Athletics, or his or her designee, on all matters relating to personnel decisions, including your retention as Assistant Coach, compensation, leave, pay changes, and all other human resources matters. Head Football Coach Cubit will, of course, direct the football program itself, including matters related to team strategy and execution. However, the Director will use his or her own independent judgment regarding personnel decisions and you are directed to raise any matters in this regard to that reporting line.

It is important Western Michigan University maintain the fairness and equity of its personnel decisions. Please sign this letter and return it to me so I can verify we have a common understanding in this regard. All remaining aspects of your appointment as an Assistant Football Coach in the Division of Intercollegiate Athletics are unchanged. By copy to Coach Cubit I am informing him of this matter as well.

Should you have any questions or concerns, do not hesitate to contact me.

Sincerely,

Kathy Beauregard
 Director, Intercollegiate Athletics

Signature: Ryan Cubit

1/15/09

Date

cc: Bill Cubit, Head Football Coach
 Dr. John Dunn, President
 Ryan Cubit, personnel file

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WESTERN MICHIGAN UNIVERSITY