



COASTAL CAROLINA UNIVERSITY

Office of the Dean

Thomas W. and Robin W. Edwards
College of Humanities and Fine Arts

843.349.2421
843.349.2970 fax
coastal.edu

TO: All Eligible Faculty
FROM: Claudia Bornholdt, Dean, Edwards College of Humanities and Fine Arts
DATE: May 5, 2023

Candidates for Promotion and Tenure should note the exigency policy for promotion and tenure linked here:
<https://www.coastal.edu/aboutccu/leadership/provost/spring2020exigencyoliciesforfacultyandstaff/>

SUBJECT: **EDWARDS COLLEGE OF HUMANITIES AND FINE ARTS 2023-2024 PROMOTION AND TENURE SCHEDULE**

June-August, 2023 Candidates for promotion to Professor should contact five (5) potential external reviewers and obtain, in writing, their agreement to evaluate the file.

**Friday,
August 25, 2023** Candidates for the rank of Professor should submit a list of five (5) external reviewers, the written confirmations to the Chair and Dean, and provide electronically in a One Drive folder the curriculum vitae, application/letter, Edwards College Performance Expectations, Departmental Performance Elaborations, and any scholarly/creative materials the applicant wishes to share with the external reviewers.

**Week of
August 28, 2023** The Dean meets with the College Peer Review Committee by this date.
Dean reviews policies and procedures with Committee, and the Committee selects a Chair.

Candidates submit URL link to the Dean for check that the file content is complete.

**Friday
September 8, 2023** All candidate files due to home Department Chair. Chair calls departmental committee and prepares evaluation letter. Chairs prepare evaluation letters for candidates within home department.

**Friday
September 29, 2023** All files (including Chairs' evaluations) due in the Dean's Office.

External letters are added to the files of Professor candidates on or about this date. Files will be considered incomplete without three (3) external review letters and will not be supported for promotion.

**Friday,
November 3, 2023** Evaluation letters with all signatures from the College Peer Review Committee due in the Dean's Office.

**November 3 -
December 1, 2023** The Dean reviews all files and all evaluative letters, writes an evaluation, and meets with each candidate to discuss the results of this process.

If necessary, the Dean will also meet with the College Peer Review Committees to discuss disagreements.

**Friday,
December 8, 2023** All completed files due in the Provost's Office by 5:00 p.m.
The University Tenure and Promotion Committee and the Provost begin their independent reviews of the files.