



Office of the Provost and Vice President for Academic Affairs

TO: Faculty Eligible for Promotion (to Associate or Full Professor) and/or Tenure

FROM: Sara N. Hottinger
Interim Provost and Vice President for Academic Affairs

DATE: April 5, 2024

SUBJECT: **2024-2025 PROMOTION AND/OR TENURE SCHEDULE**
Candidates should note the exigency policy here: [2024 Promotion and Tenure Extension Document](#)

April 5, 2024

No later than the **first Friday in April**, all faculty are notified with this memorandum that candidates for promotion (to associate or full professor) and/or tenure should prepare their promotion and tenure files and notify their Deans/University Librarian and the Provost of their intentions to apply.

Candidates should review the information provided on the online forms site under Provost Office (<https://www.coastal.edu/forms/>) relative to the preparation of their files. A copy of the required Cover Sheet for the file is also located at this site.

Candidates should also review the criteria, policies and procedures for promotion and tenure as listed in the [Faculty Manual](#), as well as their department/college/library "Faculty Performance Expectations" documents.

The Dean of each college and the University Librarian will provide their faculty with a written summary of their college/library's promotion and tenure guidelines. Department chairs, or their equivalents, will provide their faculty with any additional promotion and tenure guidelines unique to that department or area.

September 13, 2024

No later than the **second Friday in September**, all candidates' files must be completed and submitted to the appropriate college Dean/University Librarian. The Dean must initiate the college or library peer review committee process, and ensure the placement in the candidate's file of all evaluation letters, which specifically evaluates the candidate's file on the appropriate university and college or library/departmental criteria. The college Dean/University Librarian must add any pertinent evaluations and a letter of recommendation based on the promotion and tenure criteria from the appropriate version of the [Faculty Manual](#). All evaluation letters must contain clear recommendations for or against the granting of tenure and/or promotion. The college Dean/University Librarian must meet with the candidate to discuss the recommendations, at which point the candidate may withdraw from the process. If the candidate elects to continue, the file is forwarded to the Office of the Provost by the college dean/University Librarian.

December 6, 2024

No later than the **first Friday in December**, all promotion and/or tenure files must be submitted to the Office of the Provost. No files will be accepted after this date.

Jan. 2 – 17, 2025

If needed, the University Promotion and Tenure Committee will review files and the chair of the committee will discuss recommendations with the Provost.

February 1, 2025

Target date by which the recommendations are sent to the University President.

February 2025

Target time for the recommendations to be presented to the Board of Trustees.