



# 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

SUBJECT: **EDWARDS COLLEGE OF HUMANITIES AND FINE ARTS 2023-2024  
THIRD YEAR REVIEW**

- Week of  
January 29, 2024** Candidates submit URL link to the Dean for check that the file content is complete.
- Monday,  
February 5, 2024** Faculty member file due to the Department Chair (in Anthology). Chair calls departmental committee and prepares evaluation letter.
- Monday,  
March 5, 2024** Files with both the chair evaluation and the letter from the tenured faculty of the home department due in the Dean's Office.
- Wednesday,  
March 28, 2024** Recommendations of the Peer Review Committee due in the Dean's Office.
- Monday,  
April 30, 2024** Meetings with the Dean, Department Chair, and each faculty member must be completed.