

**Eugenio Maria de Hostos Community College
Academic Year 2019-2020 College-Wide P & B Calendar
Fall 2019**

DATE	AGENDA	Review Dates
August 20	Fall 2019 Appointments and Substitutes	
September 17	Portfolio Review Process/Budget Presentation	
October 15	2 nd and 3 rd Reappointments	Sept. 17 - Oct. 4
October 22	4 th Reappointments, 5 th Reappointments, and 5 th Reappointments with CCE	Oct. 7 – Oct. 18
November 5	6 th Reappointments and Fellowship Leaves	Oct. 21 – Nov. 1
November 19	7 th Reappointments with Tenure	Nov. 4 – Nov. 15
December 10	Spring 2020 Appointments and Substitutes Spring Budget Presentation	
ALL MEETINGS WILL BE HELD IN THE OAA CONFERENCE ROOM at 12:30pm UNLESS OTHERWISE INDICATED (Additional meetings may be scheduled)		

Important Dates:

August 16: DUE in OAA - Materials for Fall 2019 full-time appointments and substitute appointments

***August 27:** DUE in HR - Portfolios for 2nd, 3rd, 4th and 5th reappointments
(8/27-9/13 *Department P&B must meet*)

September 16: HR delivers to OAA - Department P&B committee recommendations and faculty portfolios for 2nd, 3rd, 4th and 5th reappointments

***September 23:** DUE in HR - 6th and 7th reappointment with Tenure
(9/24-10/17 *Department P&B committees must meet*)

October 18: HR delivers to OAA - Faculty portfolios for 6th reappointment & 7th reappointment with tenure

DUE in OAA - Application for fellowship leaves

December 6: DUE in OAA - Materials for Spring 2020 full-time and substitute appointments

DUE in OAA - Annual evaluation of first-year full-time faculty; Application for promotion to full professor

*Due in HR means the candidates have completely updated their portfolios for their upcoming reappointment.