

**Eugenio Maria de Hostos Community College
Academic Year 2015-2016 College-Wide P & B Calendar
Fall 2015 - REVISED**

DATE	AGENDA	Review Dates
August 18	Fall 2015 Appointments and Substitutes	
September 8	Portfolio Review Process/Budget Presentation	
October 20	2 nd and 3 rd Reappointments	Sept. 21- Oct. 16
October 27	3 rd Reappointments (continued)	
November 10	4 th Reappointments, 5 th Reappointments and 5 th Reappointments with CCE	Oct. 13 – October 30
November 17	6 th Reappointments, 7 th Reappointments with tenure and Fellowship Leaves (1/2 year leave at full pay)	Nov. 2– Nov. 13
December 8	Review <i>Guidelines for Faculty Evaluations, Reappointment and Tenure</i>	
December 15	Spring 2016 Appointments and Substitutes Spring Budget Presentation	
ALL MEETINGS WILL BE HELD IN THE PRESIDENT'S CONFERENCE ROOM at 12:30PM UNLESS OTHERWISE INDICATED (Additional meetings may be scheduled)		

Important Dates:

August 14: DUE in OAA - Material for Fall 2015 full-time appointments and substitute appointments

***August 28:** DUE in HR - Portfolios for 2nd and 3rd reappointments
Departmental P&B committee meetings should be held before September 16.

September 18: HR delivers to OAA - Department P&B committee recommendations and faculty portfolios for 2nd & 3rd reappointments

***September 25:** DUE in HR - 4th, 5th and 5th with CCE reappointment portfolios
(9/28-10/9 *Department P&B's must meet*)

***October 2:** DUE in HR - 6th and 7th reappointment with Tenure
(10/5-10/16 *Department P&B's must meet*)

***October 9:** HR delivers to OAA– Faculty portfolios for 4th, 5th and 5th with CCE reappointment

***October 16:** HR delivers to OAA - Faculty portfolios for 6th reappointment & 7th reappointment with tenure

DUE in OAA - Application for fellowship leaves (1/2 year at full pay)

December 4: DUE in OAA - Material for Spring 2016 full-time and substitute appointments

December 11: 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