

**Eugenio Maria de Hostos Community College
Academic Year 2017-2018 College-Wide P & B Calendar
Fall 2017**

DATE	AGENDA	Review Dates
August 22	Fall 2017 Appointments and Substitutes	
September 12	Portfolio Review Process/Budget Presentation	
October 17	2 nd and 3 rd Reappointments	Sept. 19- Oct. 13
October 24	4 th Reappointments	Oct. 2 – Oct. 20
November 7	5 th Reappointments and 5 th Reappointments with CCE	Oct. 10 – Nov. 3
November 14	6 th Reappointments, 7 th Reappointments with tenure and Fellowship Leaves (1/2 year leave at full pay)	Oct. 30– Nov. 10
December 12	Spring 2018 Appointments and Substitutes Spring Budget Presentation	Dec. 4-8
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 17: DUE in OAA - Material for Fall 2017 full-time appointments and substitute appointments

***Sept. 8:** DUE in HR - Portfolios for 2nd, 3rd, and 4th reappointments
Departmental P&B committee meetings must be held before September 18.

September 18: HR delivers to OAA - Department P&B committee recommendations and faculty portfolios for 2nd, 3rd and 4th reappointments

***September 25:** DUE in HR - 5th and 5th with CCE reappointment portfolios
(9/26-10/6 Department P&B committees must meet)

***October 10:** HR delivers to OAA– Faculty portfolios for 5th and 5th with CCE reappointment

***October 13:** DUE in HR - 6th and 7th reappointment with Tenure
(10/13-10/26 Department P&B committees must meet)

***October 27:** 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 2018 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**