

**Eugenio Maria de Hostos Community College
Academic Year 2016-2017 College-Wide P & B Calendar
Fall 2016**

DATE	AGENDA	Review Dates
August 22	Fall 2016 Appointments and Substitutes	
September 12	Portfolio Review Process/Budget Presentation	
October 17	2 nd and 3 rd Reappointments	Sept. 19- Oct. 7
October 24	3 rd Reappointments (continued)	
November 7	4 th Reappointments, 5 th Reappointments and 5 th Reappointments with CCE	Oct. 11 – Oct. 28
November 14	6 th Reappointments, 7 th Reappointments with tenure and Fellowship Leaves (1/2 year leave at full pay)	Oct. 31– Nov. 11
December 12	Spring 2017 Appointments and Substitutes Spring Budget Presentation	
ALL MEETINGS WILL BE HELD IN THE PRESIDENT'S CONFERENCE ROOM at 10:00am UNLESS OTHERWISE INDICATED (Additional meetings may be scheduled)		

Important Dates:

August 15: DUE in OAA - Material for Fall 2016 full-time appointments and substitute appointments

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

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

***September 23:** DUE in HR - 4th, 5th and 5th with CCE reappointment portfolios
(9/26-10/7 Department P&B's must meet)

***October 11:** HR delivers to OAA– Faculty portfolios for 4th, 5th and 5th with CCE reappointment

***October 17:** DUE in HR - 6th and 7th reappointment with Tenure
(10/3-10/14 Department P&B's must meet)

***October 28:** 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 5: DUE in OAA - Material for Spring 2017 full-time and substitute appointments

December 12: 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**