

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

DATE	AGENDA	Review Dates
January 19	Spring 2016 Appointments and Substitutes/Spring Budget presentation	
March 8	1 st Reappointments	Feb. 22 – March 4
April 5	Fellowship Leaves and Full First-Year Appointment for Faculty Hired Spring 2016	Mar. 14 – April 1
April 19	Promotions to Associate Professor and Full Professor	March 28 – Apr. 15
May 10	Appointments /CLTs & Adjunct Promotions/ Budget Presentation/Fall 2016 Substitutes	May 2 – May 6
ALL MEETINGS WILL BE HELD IN THE PRESIDENT'S CONFERENCE ROOM AT 12:30PM UNLESS OTHERWISE INDICATED (Additional meetings may be scheduled)		

IMPORTANT DATES:

- Jan. 15:** DUE in OAA – Materials for Spring 2016 full-time appointments and substitute appointments
- Feb. 5:** DUE in Departments – Portfolios for 1st reappointment
- Feb. 18:** DUE in HR – Portfolios for 1st reappointment
- Feb. 19:** DUE in OAA - Department P&B committee recommendations for 1st reappointment; Portfolios for 1st reappointment
- Mar. 4:** DUE in Departments – Application for faculty fellowship leave
Chairs must notify full-time faculty about the date of the annual evaluation
- Mar. 4:** DUE in HR Portfolios for Promotion to associate and full professor
- Mar. 11:** DUE in OAA – Department P&B committee recommendations for full first-year appointments for faculty hired Spring 2015; Department P&B committee recommendations for faculty fellowship leave
- March 24:** DUE in OAA - Department P&B committee recommendations for promotion to associate professor and full professor; Portfolios for promotion to associate professor and full professor
- April 21:** Due in OAA – Department P&B committee recommendations for CLT and adjunct promotions; Portfolios for adjuncts and CLTs. (CLTs may choose not to have a portfolio but instead present materials in a different format.) Department P&B recommendations for Fall 2016 substitutes.

NOTES

- Fellowship applications must be accompanied by supporting documentation for outside projects.
- Promotion applications must be accompanied by a Statement of Achievement in the portfolio.