

**Eugenio María de Hostos Community College
Academic Year 2018-2019 College-Wide P & B Calendar
Spring 2019**

DATE	AGENDA	Review Dates
January 22	Spring 2019 Appointments and Substitutes/Spring Budget Presentation	
March 12	1 st Reappointments & Check-in on Guidelines	Feb. 20 – Mar. 8
March 26	Fellowship Leaves and Full First-Year Appointment for Faculty Hired Spring 2019	Mar. 12 – Mar. 22
April 9	Promotions to Associate Professor and Full Professor	Mar. 25 – April 5
May 14	Appointments/CLTs & Adjunct Promotions/Budget Presentation/Fall 2019 Substitutes	April 30 – May 10
ALL MEETINGS WILL BE HELD IN THE OAA CONFERENCE ROOM AT 12:30 PM UNLESS OTHERWISE INDICATED (Additional meetings may be scheduled)		

IMPORTANT DATES

- Jan. 11:** DUE in OAA – Materials for spring 2019 full-time appointments and substitute appointments
- Feb. 1:** DUE in Departments – Portfolios for 1st reappointment
- Feb. 15:** DUE in HR – (1) Portfolios for 1st reappointment; (2) Portfolios for promotion to associate and full professor
- Feb. 19:** DUE in OAA – (1) Department P&B committee recommendations for 1st reappointment; (2) Portfolios for 1st reappointment
- Mar. 1:** DUE in Departments – Application for faculty fellowship leave
Chairs must notify full-time faculty about the date of the annual evaluation
- Mar. 8:** DUE in OAA – Department P&B committee recommendations for (1) full first-year appointments for faculty hired spring 2019; (2) faculty fellowship leave; (3) promotion to associate professor and full professor; and (4) Portfolios for promotion to associate professor and full professor
- April 18:** 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 2019 substitutes
- May 3:** Revised guidelines due

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