

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

DATE	AGENDA	Review Dates
August 21	Fall 2018 Appointments and Substitutes	
<b>September 25</b>	Portfolio Review Process/Budget Presentation	
October 16	2 <sup>nd</sup> and 3 <sup>rd</sup> Reappointments	Sept. 17- Oct. 12
October 23	4 <sup>th</sup> Reappointments	Oct. 2 – Oct. 19
November 6	5 <sup>th</sup> Reappointments and 5 <sup>th</sup> Reappointments with CCE	Oct. 15 – Nov. 2
November 20	6 <sup>th</sup> Reappointments, 7 <sup>th</sup> Reappointments with tenure and Fellowship Leaves (1/2 year leave at full pay)	Oct. 29– Nov. 16
December 11	Spring 2019 Appointments and Substitutes Spring Budget Presentation	
<b>ALL MEETINGS WILL BE HELD IN THE OAA CONFERENCE ROOM at 12:30pm UNLESS OTHERWISE INDICATED</b> (Additional meetings may be scheduled)		

**Important Dates:**

**August 17:** DUE in OAA - Material for Fall 2018 full-time appointments and substitute appointments

**\*Sept. 7:** DUE in HR - Portfolios for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> reappointments  
Departmental P&B committee meetings must be held before September 17.

**September 17:** HR delivers to OAA - Department P&B committee recommendations and faculty portfolios for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> reappointments

**\*September 24:** DUE in HR - 5<sup>th</sup> and 5<sup>th</sup> with CCE reappointment portfolios  
**(9/25-10/11- Department P&B committees must meet)**

**\*October 1:** DUE in HR - 6<sup>th</sup> and 7<sup>th</sup> reappointment with tenure  
**(10/1-10/25- Department P&B committees must meet)**

**\*October 12:** HR delivers to OAA- Faculty portfolios for 5<sup>th</sup> and 5<sup>th</sup> with CCE reappointment

**\*October 26:** HR delivers to OAA - Faculty portfolios for 6<sup>th</sup> reappointment & 7<sup>th</sup> reappointment with tenure

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

**December 3:** DUE in OAA - Material for Spring 2019 full-time and substitute appointments

**December 14:** 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**