Eugenio Maria de Hostos Community College  
Academic Year 2022-2023 College-Wide P & B Calendar  
Fall 2022

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**ALL MEETINGS WILL BE HELD IN FACULTY DINING ROOM AT 12:30PM UNLESS OTHERWISE INDICATED**  
(Additional meetings may be scheduled)

**Location Information:** Faculty Dining Room / C Building (East Academic Complex) / 3rd Floor

**Important Dates:**

**August 19:** Due in OAA - Material for Fall 2022 full-time appointments and substitute appointments

*September 6:* Due in HR – Portfolios for 2nd, 3rd, 4th and 5th reappointments  
(9/7 – 9/22 Department P&B committees must meet)

**September 23:** HR delivers to OAA - Faculty portfolios for 2nd, 3rd, 4th and 5th reappointments  
Due in OAA – Department P&B committee recommendations for 2nd, 3rd, 4th and 5th reappointments

*September 27:* Due in HR – Portfolios for 6th reappointment and 7th reappointments with tenure  
(9/28 – 10/13 Department P&B committees must meet)

**September 30:** Due in Department – Application for faculty fellowship leave  
**Chairs must notify full-time faculty about the date of the annual evaluation**

**October 14:** HR delivers to OAA - Faculty portfolios for 6th reappointment & 7th reappointment with tenure  
Due in OAA – Department P&B committee recommendations for 6th reappointment and 7th reappointment with tenure  
Due in OAA – Approved applications for faculty fellowship leave (signed by Human Resources and Department Chairperson)

**December 2:** Due in OAA - Material for Spring 2023 full-time and substitute appointments  
Due in OAA - Annual evaluation of first-year full-time faculty  
Due in OAA - Application for promotion to associate professor and full professor

*Due in HR means the candidates have completely updated their portfolios for their upcoming reappointment

(OVER)
Faculty fellowship leave applications must be accompanied by supporting documentation for outside projects