## Academic Year 2023-2024 College-Wide P & B Calendar
### Spring 2024

<table>
<thead>
<tr>
<th>DATE</th>
<th>DEADLINE TO SUBMIT AN AGENDA ITEM/ FINAL DOCUMENTS</th>
<th>AGENDA</th>
<th>REVIEW DATES</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 23</td>
<td>January 9</td>
<td>Spring 2024 Appointments and Substitutes/Budget Presentation</td>
<td></td>
<td>Faculty Dining Room</td>
</tr>
<tr>
<td>March 19</td>
<td>March 5</td>
<td>1st Reappointments</td>
<td>February 28 – March 15</td>
<td>Virtual</td>
</tr>
<tr>
<td>April 2</td>
<td>March 19</td>
<td>Fellowship Leaves and First Full-Year Appointment for Faculty Hired Spring 2024</td>
<td>March 13 – March 29</td>
<td>Faculty Dining Room</td>
</tr>
<tr>
<td>April 16</td>
<td>April 2</td>
<td>Promotions to Associate Professor and Full-Professor</td>
<td>March 13 – April 12</td>
<td>Faculty Dining Room</td>
</tr>
<tr>
<td>May 7</td>
<td>April 23</td>
<td>Appointments/CLTs &amp; Adjunct Promotions/Fall 2024 Substitutes/Budget Presentation</td>
<td>April 17 – May 3</td>
<td>Virtual</td>
</tr>
</tbody>
</table>

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

### Important Dates:

**January 12:**
DUE in OAA - Material for Spring 2024 full-time appointments and substitute appointments

**February 2:**
DUE in HR – (1) Portfolios for 1st reappointment for faculty hired Fall 2023; (2) Portfolios for promotion to associate professor and full professor
(2/5 – 2/15 *Department P&B committees must meet for 1st reappointment of faculty*)
(2/5 – 3/8 *Department P&B committees must meet for promotion to associate professor*)

**February 16:**
DUE in OAA – Portfolios for promotion to full-professor

**February 20:**
DUE in OAA – Department P&B committee recommendations for 1st reappointment;
(2) Portfolios for 1st reappointments

**March 1:**
DUE in Departments – Application for faculty fellowship leave
*Chairs must notify full-time faculty about the date of the annual evaluation*

**March 8:**
DUE in OAA – Department P&B committee recommendations for (1) First full-year appointments for faculty hired Spring 2023, with updated CUNY CV; (2) Approved faculty fellowship leave applications (by the department and Human Resources); (3) Portfolios for promotion to associate professor

**April 12:**
DUE in OAA – (1) Department P&B committee recommendations for CLT and adjunct promotions; (2) Portfolios for adjuncts and CLTs (CLTs may choose not to have a portfolio but instead present materials in a different format); (3) Department P&B recommendations for Fall 2024 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