

Eugenio Maria de Hostos Community College
Academic Year 2025-2026 College-Wide P & B Calendar
Spring 2026

DATE	DEADLINE TO SUBMIT AN AGENDA ITEM/ FINAL DOCUMENTS DUE	AGENDA	REVIEW DATES	LOCATION
January 20	January 6	Spring 2026 Appointments and Substitutes/Budget Presentation		Virtual Faculty Dining Room
March 17	March 3	1 st Reappointments	February 25 – March 13	Virtual
March 31	March 17	Fellowship Leaves and First Full-Year Appointment for Faculty Hired Spring 2026	March 17 – March 27	Faculty Dining Room
April 14	March 31	Promotions to Associate Professor and Full-Professor	March 17 – April 10	Faculty Dining Room
May 12	April 28	Appointments/CLTs & Adjunct Promotions/Fall 2026 Substitutes/Budget Presentation	April 28 – May 8	Virtual
ALL MEETINGS WILL BE HELD IN THE FACULTY DINING ROOM AT 12:30PM UNLESS OTHERWISE INDICATED (Additional meetings may be scheduled)				

Important Dates:

- January 9:** DUE in OAA - Material for Spring 2026 full-time appointments and substitute appointments
- January 30:** DUE in HR – (1) Portfolios for 1st reappointment for faculty hired Fall 2025; (2) Portfolios for promotion to associate professor and full professor
(2/2 – 2/13 Department P&B committees must meet for 1st reappointment of faculty)
(2/2 – 3/5 Department P&B committees must meet for promotion to associate professor)
- February 13:** DUE in OAA – Portfolios for promotion to full-professor
- February 17:** DUE in OAA – Department P&B committee recommendations for 1st reappointment;
 (2) Portfolios for 1st reappointments
- February 27:** DUE in Departments – Application for faculty fellowship leave
Chairs must notify full-time faculty about the date of the annual evaluation
- March 6:** DUE in OAA – (1) Department P&B committee recommendations for first full-year appointments for faculty hired Spring 2026, (2) An updated CUNY CV for first full-year appointments; (3) Department P&B committee recommendations for promotion to associate professor; (4) Portfolios for promotion to associate professor; (5) Approved faculty fellowship leave applications (signed by the department and Human Resources)
- April 16:** 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 2026 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