

Eugenio Maria de Hostos Community College
Academic Year 2019-2020 College-Wide P & B Calendar
Spring 2020

DATE	AGENDA	Review Dates
January 21	Spring 2020 Appointments and Substitutes	
March 17	1 st Reappointments	Feb. 21 – March 13
March 31	Fellowship Leaves and Full First-Year Appointment for Faculty Hired Spring 2020	March 17 – March 27
April 21	Promotions to Associate Professor and Full Professor	March 17 – April 17
May 12	Appointments/CLTs & Adjunct Promotions/Fall 2020 Substitutes	April 21 – May 8
ALL MEETINGS WILL BE HELD IN THE OAA CONFERENCE ROOM AT 12:30PM UNLESS OTHERWISE INDICATED (Additional meetings may be scheduled)		

Important Dates:

January 10: DUE in OAA - Material for Spring 2020 full-time appointments and substitute appointments

January 31: DUE in HR – (1) Portfolios for 1st reappointment for faculty hired Fall 2019; (2) Portfolios for promotion to associate professor and full professor
(2/3 – 2/17 Department P&B committees must meet for 1st reappointment of faculty)
(2/3 – 3/12 Department P&B committees must meet for promotion to associate professor)

February 4: DUE in OAA –Portfolios for promotion to full professor

February 18: DUE in OAA – Department P&B committee recommendations for 1st reappointment

February 28: Due in Departments – Application for faculty fellowship leave
Chairs must notify full-time faculty about the date of the annual evaluation

March 13: DUE in OAA – Department P&B committee recommendations for (1) full first-year appointments for faculty hired Spring 2020, with updated CV; (2) faculty fellowship leave; (3) promotion to associate professor; and (4) Portfolios for promotion to associate professor

April 17: 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 2020 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