

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

| DATE   | AGENDA  | Review Dates      |
|--|---|-------------------|
| August 20  | Fall 2018 Appointments and Substitutes  |                   |
| September 17   | Portfolio Review Process/Budget Presentation  |                   |
| October 15   | 2 <sup>nd</sup> and 3 <sup>rd</sup> Reappointments  | Sept. 17 - Oct. 4 |
| October 22   | 4 <sup>th</sup> Reappointments, 5 <sup>th</sup> Reappointments, and 5 <sup>th</sup> Reappointments with CCE | Oct. 7 – Oct. 18  |
| November 5   | 6 <sup>th</sup> Reappointments and Fellowship Leaves  | Oct. 21 – Nov. 1  |
| November 19  | 7 <sup>th</sup> Reappointments with tenure  | Nov. 4 – Nov. 15  |
| December 10  | Spring 2020 Appointments and Substitutes<br>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 16:** DUE in OAA - Materials for Fall 2019 full-time appointments and substitute appointments

**\*August 27:** DUE in HR - Portfolios for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> reappointments  
(8/27-9/13 *Department P&B must meet*)

**September 16:** HR delivers to OAA - Department P&B committee recommendations and faculty portfolios for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> reappointments

**\*September 23:** DUE in HR - 6<sup>th</sup> and 7<sup>th</sup> reappointment with Tenure  
(9/24-10/17 *Department P&B committees must meet*)

**October 18:** 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

**December 6:** DUE in OAA - Materials for Spring 2019 full-time and substitute appointments

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.