

**Eugenio María de Hostos Community College
Academic Year 2017-2018 College-Wide P & B Calendar
Spring 2018**

DATE	AGENDA	Review Dates
January 23	Spring 2018 Appointments and Substitutes/Spring Budget Presentation	
March 13	1 st Reappointments & Check-in on Guidelines	Feb. 20 – Mar. 9
March 20	Fellowship Leaves and Full First-Year Appointment for Faculty Hired Spring 2018	Mar. 12 – Mar. 16
April 10	Promotions to Associate Professor and Full Professor	Mar. 19– Mar. 30
May 15	Appointments/CLTs & Adjunct Promotions/Budget Presentation/Fall 2018 Substitutes	April 30 – May 11
ALL MEETINGS WILL BE HELD IN THE OAA CONFERENCE ROOM AT 12:30 PM UNLESS OTHERWISE INDICATED (Additional meetings may be scheduled)		

IMPORTANT DATES

- Jan. 12:** DUE in OAA – Materials for spring 2018 full-time appointments and substitute appointments
- Feb. 3:** DUE in Departments – Portfolios for 1st reappointment
- Feb. 16:** DUE in HR – Portfolios for 1st reappointment
- Feb. 16:** DUE in HR –Portfolios for promotion to associate and full professor
- Feb. 19:** DUE in OAA – Department P&B committee recommendations for 1st reappointment; Portfolios for 1st reappointment
- Mar. 5:** DUE in Departments – Application for faculty fellowship leave
Chairs must notify full-time faculty about the date of the annual evaluation
- Mar. 12:** DUE in OAA – Department P&B committee recommendations for full first-year appointments for faculty hired spring 2018; Department P&B committee recommendations for faculty fellowship leave
- Mar. 12:** DUE in OAA – Department P&B committee recommendations for promotion to associate professor and full professor; Portfolios for promotion to associate professor and full professor
- April 27:** Due in OAA – Department P&B committee recommendations for CLT and adjunct promotions; Portfolios for adjuncts and CLTs (CLTs may choose not to have a portfolio but instead present materials in a different format); Department P&B recommendations for fall 2018 substitutes
- May 1st:** Revised guidelines due

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