

**Eugenio Maria de Hostos Community College
Academic Year 2021-2022 College-Wide P & B Calendar
Fall 2021**

DATE	AGENDA	REVIEW DATES
August 24	Fall 2021 Appointments and Substitutes	
September 21	Portfolio Review Process/Budget Presentation	
October 19	2 nd and 3 rd Reappointments	Sept. 28 - Oct. 15
October 26	4 th Reappointments, 5 th Reappointments and 5 th Reappointments with CCE	Oct. 5 – Oct. 22
November 9	6 th Reappointments and Fellowship Leaves	Oct. 19 – Nov. 5
November 23	7 th Reappointments with tenure	Oct. 26 – Nov. 19
December 7	Spring 2022 Appointments and Substitutes Spring Budget Presentation	
ALL MEETINGS WILL BE HELD IN THE OAA CONFERENCE ROOM AT 12:30PM UNLESS OTHERWISE INDICATED (Additional meetings may be scheduled)		

Important Dates:

August 13: Due in OAA - Material for Fall 2021 full-time appointments and substitute appointments

***September 7:** Due in HR – Portfolios for 2nd, 3rd, 4th and 5th reappointments
(9/8 – 9/23 *Department P&B committees must meet*)

September 24: HR delivers to OAA - Faculty portfolios for 2nd, 3rd, 4th and 5th reappointments
Due in OAA – Department P&B committee recommendations for 2nd, 3rd, 4th and 5th reappointments

***September 28:** Due in HR – Portfolios for 6th reappointment and 7th reappointments with tenure
(9/29 – 10/14 *Department P&B committees must meet*)

October 1: Due in Department – Application for faculty fellowship leave
Chairs must notify full-time faculty about the date of the annual evaluation

October 15: HR delivers to OAA - Faculty portfolios for 6th reappointment & 7th reappointment with tenure
Due in OAA – Department P&B committee recommendations for 6th reappointment and 7th reappointment with tenure
Due in OAA – Approved applications for faculty fellowship leave (by department and Human Resources)

December 3: Due in OAA - Material for Spring 2022 full-time and substitute appointments
Due in OAA - Annual evaluation of first-year full-time faculty
Due in OAA - Application for promotion to full professor

*Due in HR means the candidates have completely updated their portfolios for their upcoming reappointment

(OVER)

NOTES

- Faculty fellowship leave applications must be accompanied by supporting documentation for outside projects