

**Eugenio Maria de Hostos Community College
Academic Year 2023-2024 College-Wide P & B Calendar
Fall 2023**

DATE	DEADLINE TO SUBMIT AN AGENDA ITEM/ FINAL DOCUMENTS	AGENDA	REVIEW DATES	LOCATION
August 22		Fall 2023 Appointments and Substitutes		Faculty Dining Room
September 19	September 12	Portfolio Review Process / Budget Presentation		VIRTUAL
October 17	October 3	2 nd and 3 rd Reappointments	Sept. 26 - Oct. 13	Faculty Dining Room
October 24	October 10	4 th Reappointments, 5 th Reappointments and 5 th Reappointments with CCE	Oct. 3 – Oct. 20	VIRTUAL
November 7	October 24	6 th Reappointments and Fellowship Leaves	Oct. 17 – Nov. 3	Faculty Dining Room
November 14	October 31	7 th Reappointments with tenure	Oct. 24 – Nov. 10	VIRTUAL
December 5	November 21	Spring 2024 Appointments and Substitutes / Spring Budget Presentation		Faculty Dining Room
ALL MEETINGS WILL BE HELD IN FACULTY DINING ROOM AT 12:30PM UNLESS OTHERWISE INDICATED (Additional meetings may be scheduled)				
Location Information: Faculty Dining Room / C-Building (East Academic Complex) / 3 rd Floor				

Important Dates:

August 18: Due in OAA - Material for Fall 2023 full-time appointments and substitute appointments

***September 5:** Due in HR – Portfolios for 2nd, 3rd, 4th and 5th reappointments
(9/6 – 9/21 *Department P&B committees must meet*)

September 22: 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 26:** Due in HR – Portfolios for 6th reappointment and 7th reappointments with tenure
(9/27 – 10/12 *Department P&B committees must meet*)

September 29: Due in Department – Application for faculty fellowship leave
Chairs must notify full-time faculty about the date of the annual evaluation

October 13: 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 (signed by Human Resources and Department Chairperson)

December 1: Due in OAA - Material for Spring 2024 full-time and substitute appointments
Due in OAA - Annual evaluation of first-year full-time faculty
Due in OAA - Application for promotion to associate professor and full professor

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

NOTES

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