

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

DATE	DEADLINE TO SUBMIT AN AGENDA ITEM/ FINAL DOCUMENTS	AGENDA	REVIEW DATES	LOCATION
January 23	January 9	Spring 2024 Appointments and Substitutes/Budget Presentation		Faculty Dining Room
March 19	March 5	1 st Reappointments	February 28 – March 15	Virtual
April 2	March 19	Fellowship Leaves and First Full-Year Appointment for Faculty Hired Spring 2024	March 13 – March 29	Faculty Dining Room
April 16	April 2	Promotions to Associate Professor and Full-Professor	March 13 – April 12	Faculty Dining Room
May 7	April 23	Appointments/CLTs & Adjunct Promotions/Fall 2024 Substitutes/Budget Presentation	April 17 – May 3	Virtual
ALL MEETINGS WILL BE HELD IN THE FACULTY DINING ROOM AT 12:30PM UNLESS OTHERWISE INDICATED (Additional meetings may be scheduled)				

Important Dates:

- January 12:** DUE in OAA - Material for Spring 2024 full-time appointments and substitute appointments
- February 2:** DUE in HR – (1) Portfolios for 1st reappointment for faculty hired Fall 2023; (2) Portfolios for promotion to associate professor and full professor
(2/5 – 2/15 Department P&B committees must meet for 1st reappointment of faculty)
(2/5 – 3/8 Department P&B committees must meet for promotion to associate professor)
- February 16:** DUE in OAA –Portfolios for promotion to full-professor
- February 20:** DUE in OAA – Department P&B committee recommendations for 1st reappointment; (2) Portfolios for 1st reappointments
- March 1:** DUE in Departments – Application for faculty fellowship leave
Chairs must notify full-time faculty about the date of the annual evaluation
- March 8:** DUE in OAA – Department P&B committee recommendations for (1) First full-year appointments for faculty hired Spring 2023, with updated CUNY CV; (2) Approved faculty fellowship leave applications (by the department and Human Resources); (3) Portfolios for promotion to associate professor
- April 12:** 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 2024 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