

Eugenio Maria de Hostos Community College
Academic Year 2024-2025 College-Wide P & B Calendar
Spring 2025

DATE	DEADLINE TO SUBMIT AN AGENDA ITEM/ FINAL DOCUMENTS	AGENDA	REVIEW DATES	LOCATION
January 21	January 7	Spring 2025 Appointments and Substitutes/Budget Presentation		Faculty Dining Room
March 18	March 4	1 st Reappointments	February 26 – March 14	Virtual
April 1	March 18	Fellowship Leaves and First Full-Year Appointment for Faculty Hired Spring 2025	March 11 – March 28	Faculty Dining Room
April 22	April 8	Promotions to Associate Professor and Full-Professor	March 10 – April 11	Faculty Dining Room
May 13	April 29	Appointments/CLTs & Adjunct Promotions/Fall 2025 Substitutes/Budget Presentation	April 15 – May 2	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 10: DUE in OAA - Material for Spring 2025 full-time appointments and substitute appointments

January 31: DUE in HR – (1) Portfolios for 1st reappointment for faculty hired Fall 2024; (2) Portfolios for promotion to associate professor and full professor
(2/3 – 2/14 Department P&B committees must meet for 1st reappointment of faculty)
(2/3 – 3/6 Department P&B committees must meet for promotion to associate professor)

February 14: DUE in OAA –Portfolios for promotion to full-professor

February 18: DUE in OAA – Department P&B committee recommendations for 1st reappointment;
 (2) Portfolios for 1st reappointments

February 28: DUE in Departments – Application for faculty fellowship leave
Chairs must notify full-time faculty about the date of the annual evaluation

March 7: DUE in OAA – Department P&B committee recommendations for (1) First full-year appointments for faculty hired Spring 2024, with updated CUNY CV; (2) Approved faculty fellowship leave applications (by the department and Human Resources); (3) Portfolios for promotion to associate professor

April 24: 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