

**Eugenio Maria de Hostos Community College**  
**Academic Year 2025-2026 College-Wide P & B Calendar**  
**Fall 2025**

DATE	DEADLINE TO SUBMIT AN AGENDA ITEM/ FINAL DOCUMENTS	AGENDA	REVIEW DATES	LOCATION
August 19		Fall 2025 Appointments and Substitutes		Faculty Dining Room
September 16	September 2	Portfolio Review Process / Budget Presentation		Virtual
October 21	October 6	2 <sup>nd</sup> and 3 <sup>rd</sup> Reappointments	Sept. 16 – Oct. 17	Faculty Dining Room
October 28	October 13	4 <sup>th</sup> Reappointments, 5 <sup>th</sup> Reappointments and 5 <sup>th</sup> Reappointments with CCE	Oct. 7 – Oct. 24	Virtual
November 11	October 28	6 <sup>th</sup> Reappointments and Fellowship Leaves	Oct. 21 – Nov. 7	Faculty Dining Room
November 18	November 4	7 <sup>th</sup> Reappointments with tenure	Oct. 21 – Nov. 14	Faculty Dining Room
December 2	November 18	Spring 2026 Appointments and Substitutes / Spring Budget Presentation		Virtual
<p style="text-align: center;"><b>ALL MEETINGS WILL BE HELD IN FACULTY DINING ROOM AT 12:30PM</b>  <b>UNLESS OTHERWISE INDICATED</b>  (Additional meetings may be scheduled)</p> <p style="text-align: center;"><b>Location Information:</b> Faculty Dining Room / C-Building (East Academic Complex) / 3<sup>rd</sup> Floor</p>				

**Important Dates:**

**August 15:** Due in OAA - Material for Fall 2025 full-time appointments and substitute appointments

**\*September 2:** Portfolio Uploading Deadline – Portfolios for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> reappointments  
*(9/3 – 9/18 Department P&B committees must meet)*

**September 19:** Portfolio Transfer to OAA - Faculty portfolios for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> reappointments  
Due in OAA – Departmental P&B committee recommendations for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> reappointments

**\*September 22:** Portfolio Uploading Deadline – Portfolios for 6<sup>th</sup> reappointment and 7<sup>th</sup> reappointments with tenure  
*(9/25 – 10/9 Department P&B committees must meet)*

**September 26:** Due in the Department – Application for faculty fellowship leave  
**Chairs must notify full-time faculty about the date of the annual evaluation**

**October 10:** Portfolio Transfer to OAA - Faculty portfolios for 6<sup>th</sup> reappointment & 7<sup>th</sup> reappointment with tenure  
Due in OAA – Departmental P&B committee recommendations for 6<sup>th</sup> reappointment and 7<sup>th</sup> reappointment with tenure  
Due in OAA – Approved applications for faculty fellowship leave (signed by Human Resources and Department Chairperson)

**December 5:** Due in OAA - Material for Spring 2026 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

**\*Portfolio Uploading Deadline means the candidates must have completely updated their portfolios for their upcoming reappointment.**

**NOTES**

- ☐ Faculty fellowship leave applications must be accompanied by an updated CUNY CV, as well as supporting documentation for outside projects.