

**COLLEGEWIDE P& B COMMITTEE CALENDAR  
2019-2020**

\*\*\*The Department Chairperson must notify the faculty to visit their P&B files concurrent with HR Due Dates. All the actions will be presented with a copy of the CUNY approved CV.

<b>DATE</b>	<b>TIME</b>	<b>REASON</b>
<b>Tuesday, August 20, 2019</b>	<b>10:00–1:00</b>	<b>Collegewide P&amp;B Committee meets to consider new and substitute appointments effective September 1, 2019</b>
Friday, September 27, 2019	<i>HR Due Date</i>	Last day for <b>Annual Evaluations, CV</b> and minutes of Department P&B meetings to be forwarded to the Human Resources Department E- 408 for candidates being <b>considered for Tenure (8<sup>th</sup> Action)</b> effective <b>September 1, 2020.(16 Total)</b>
Friday, October 4, 2019	<i>HR Due Date</i>	Last day for <b>Annual Evaluations, CV</b> and minutes of Department P&B Committee meetings to be forwarded to the Human Resources Department, E-408 for <b>faculty reappointments, 7<sup>th</sup> Action</b> effective <b>September 1, 2020. (59 Total)</b>
Friday, October 11, 2019	<i>HR Due Date</i>	Last day for <b>Annual Evaluations, CV</b> and minutes of Department P&B Committee meetings to be forwarded to the Human Resources Department, E-408 for <b>faculty reappointments, 6<sup>th</sup> Action</b> effective <b>September 1, 2020. (13 Total)</b>
Friday, October 18, 2019	<i>HR Due Date</i>	Last day for <b>Annual Evaluations</b> and minutes of Department P&B Committee meetings to be forwarded to the Human Resources Department, E-408 for <b>faculty reappointments, 5<sup>th</sup> Action</b> effective <b>September 1, 2020. (30 Total)</b>
Friday, October 25, 2019	<i>HR Due Date</i>	Last day for <b>Annual Evaluations, CV</b> and minutes of Department P&B Committee meeting to be forward to the Human Resources Department, E- 408 for faculty reappointments, <b>4<sup>th</sup> Action effective September 1, 2020 (16 Total).</b>
Friday, November 1, 2019	<i>HR Due Date</i>	Last day for <b>Annual Evaluations, CV</b> and minutes of Department P&B Committee meeting to be forward to the Human Resources Department, E- 408 for faculty reappointments, <b>3<sup>rd</sup>Action effective September 1, 2020 (17 Total).</b>

<b>DATE</b>	<b>TIME</b>	<b>REASON</b>
<b>Tuesday, October 22, 2019</b>	<b>10:00–5:00</b>	<b>Collegewide P&amp;B Committee meeting to consider Reappointments for Faculty eligible for Tenure (8<sup>th</sup> action) effective September 1, 2020 Notification due December 1<sup>st</sup>. (16 Total)</b>
<b>Thursday, October 24, 2019</b>	<b>10:00–5:00</b>	<b>Collegewide P&amp;B Committee meeting to consider Reappointments for Faculty eligible for 7<sup>th</sup> action effective September 1, 2020 Notification due December 1<sup>st</sup>. (59 Total)</b>
<b>Tuesday, November 5, 2019</b>	<b>10:00–5:00</b>	<b>Collegewide P&amp;B Committee meeting to consider Reappointments for faculty eligible for 6<sup>th</sup> Action effective September 1, 2020. Notifications due December 1<sup>st</sup> (13 Total)</b>
<b>Thursday, November 7, 2019</b>	<b>10:00–5:00</b>	<b>Collegewide P&amp;B meeting to consider Reappointments of faculty eligible for 5<sup>th</sup> action effective September 1, 2020 Notifications due December 1<sup>st</sup>. (30 Total)</b>
<b>Tuesday, November 12, 2019</b>	<b>10:00–5:00</b>	<b>Collegewide P&amp;B meeting to consider Reappointments of faculty eligible for 4<sup>th</sup> actions effective September 1, 2020 Notifications due December 1<sup>st</sup>. (16 Total)</b>
<b>Thursday, November 14, 2019</b>	<b>10:00–5:00</b>	<b>Collegewide P&amp;B Committee meeting to consider Reappointments of faculty eligible for 3<sup>rd</sup> action effective September 1, 2020. Notifications due December 1<sup>st</sup>. (17 Total)</b>
Friday, November 15, 2019	<i>HR Due Date</i>	Last day to submit minutes of Department P & B meeting for <b>new/substitute appointments effective March 1, 2020</b>
<b>Tuesday, December 3, 2019</b>	<b>10:00-12:00</b>	<b>Collegewide P&amp;B meeting to consider new/sub appointments effective March 1, 2020.</b>
Friday, January 17, 2020	<i>HR Due Date</i>	Last day to submit <b>Fellowship Leave Applications, {and new/sub appointments effective March 1, 2020} <u>with</u> minutes</b> of Department P&B meetings.
<b>Tuesday, February 4, 2020</b>	<b>10:00–5:00</b>	<b>Collegewide P&amp;B meeting to consider Fellowship Leave Applications {&amp; new/sub Appointments, effective March 1, 2020}</b>

<b>DATE</b>	<b>TIME</b>	<b>RFASON</b>
Friday, February 7, 2020	<i>HR Due Date</i>	Last day for <b>Annual Evaluations</b> of Reappointments ( <b>2<sup>nd</sup> Action</b> ) and minutes of the Department P&B Committee to be forwarded to the Human Resources Department (April 1 <sup>st</sup> notification)
Friday, March 6, 2020	<i>HR Due Date</i>	<b>Promotion declarations</b> from candidates due in Human Resources Department, E-408
<b>Tuesday, March 10, 2020</b>	<b>10:00 – 5:00</b>	<b>Collegewide P&amp;B meeting to consider Reappointments 2<sup>nd</sup> Action</b> (April 1 <sup>st</sup> notifications)
Friday, March 13, 2020	<i>HR Due Date</i>	<b>Annual Evaluations</b> due for faculty with Settlement Agreements
<b>Tuesday, April 7, 2020</b>	<b>10:00 – 12:00</b>	<b>Collegewide Committee meeting for reappointment of Faculty with settlement agreements</b> (May 15 <sup>th</sup> notification)
Friday, April 3, 2020	<i>HR Due Date</i>	Candidates seeking <b>Promotion to Full Professor</b> submit updated cv and personal statement to the Human Resources Department
Friday, April 3, 2020	<i>HR Due Date</i>	Department P&B minutes approving <b>Promotions to Associate Professor</b> must be forwarded to the Human Resources Department, E-408 with updated cv and faculty statements
Friday, April 17, 2020	<i>HR Due Date</i>	<b>Annual Evaluations of Tenured Faculty &amp; CLTs</b> (excluding tenured full-Professors) are due in Human Resources Department, E-408
<b>Tuesday, May 5, 2020</b> <b>Thursday, May 7, 2020</b>	<b>10:00 -5:00</b>	<b>Collegewide P&amp;B Committee meeting for consideration of promotions to Associate Professor</b>
<b>Tuesday, May 12, 2020</b> <b>Thursday, May 14, 2020</b> <b>Tuesday, May 19, 2020</b>	<b>10:00 -5:00</b>	<b>Collegewide P&amp;B Committee meeting for consideration of promotions to Full Professor</b>
Friday, May 22, 2020	<i>HR Due Date</i>	Last day to submit minutes of Department P&B meetings <b>for substitute/new appointments effective September 1, 2020</b>
<b>Tuesday, June 9, 2020</b>	<b>10:00 – 5:00</b>	<b>Collegewide P&amp;B Committee meeting to consider New/Substitute appointments effective September 1, 2020</b>