

**BRONX COMMUNITY COLLEGE - PERSONNEL AND BUDGET CALENDAR FOR SPRING 2021**

DATE	REAPPOINTMENTS (EFFECTIVE 8/25/202 - 8/24/2022)	PROMOTIONS (EFFECTIVE 8/25/2021)	LEAVE REQUESTS: Full Year (8/25/2021 – 8/24/2022) Fall 2021 (8/25/2021 – 1/27/2022) Spring 2022 (1/28/2022 – 6/30/2022)	COLLEGE-WIDE PERSONNEL & BUDGET MEETINGS
Tues. 2/2/2021	Candidates for reappointment 1 <sup>st</sup> and 2 <sup>nd</sup> reappointments Lec., 1 <sup>st</sup> reappointments Instructor, Asst. Prof., CLT & Sr. CLT. <b>Candidates must submit updated briefs, CVs &amp; other support material to Dept. Chairpersons.</b>			
Tues. 2/2/2021				<b>College P &amp; B General Meeting</b> 9:00 am – 11:45 am Zoom Meeting
Fri. 2/5/2021	Department P&B Committee completes actions on 1 <sup>st</sup> and 2 <sup>nd</sup> reappointments Lec., 1 <sup>st</sup> reappointments Instructor, Asst. Prof., CLT & Sr. CLT. Department P&B Committee notifies candidates <b>Recommendations sent electronically to OAA by noon</b>			
Wed. 2/10/2021	For candidates for 1 <sup>st</sup> and 2 <sup>nd</sup> reappointment Lec., 1 <sup>st</sup> reappointments Instructor, Asst. Prof., CLT & Sr. CLT., Department submits the following to OAA: <b>A signed ePAF-FI; an electronic copy of an updated brief, CV, Annual Evaluation, and other supporting documents, along with the Department Personnel folder for the candidate.</b>	Candidates applying for promotion from Asst. Prof. to Assoc. Prof., Senior CLT to Chief CLT, CLT to Senior CLT. <b>Must submit an application for promotion, an updated brief, CV, and other supporting material to Chairperson.</b>	Candidates applying for Leaves Fellowship, Reassignment & Leaves of Absence for Fall 2021 and after must <b>Submit application &amp; updated CV's &amp; other supporting materials to Chairperson.</b>	
Wed. 2/17/2021				<b>College P&amp;B Meeting</b> 9:30 am -12:30 pm Zoom Meeting Actions on 1 <sup>st</sup> and 2 <sup>nd</sup> reappointments Lec., 1 <sup>st</sup> reappointments Instructor, Asst. Prof., CLT & Sr. CLT. <b>Academic Review Committee</b> Meets at 3 pm (Tentative)

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Tues. 3/2/2021	College P&B Secretary sends notices of recommendation of the College P&B Committee to candidates for 1 <sup>st</sup> and 2 <sup>nd</sup> reappointment Lec., 1 <sup>st</sup> reappointments Instructor, Asst. Prof., CLT & Sr. CLT.			
Wed. 3/3/2021		<p>Department P&amp;B Committee completes actions on Asst. Prof. to Assoc. Prof., Senior CLT to Chief CLT, CLT to Senior CLT and notifies candidates.</p> <p>Department sends notices to OAA by noon.</p> <p>For Promotions from Asst. Prof. to Assoc. Prof., Senior CLT to Chief CLT, and CLT to Senior CLT, Department submits the following to OAA:</p> <p><b>A signed PAF-FI; an electronic copy of an updated brief, CV, Annual Evaluation, and other supporting documents, along with the Department Personnel folder for the candidate.</b></p>	<p>Department P&amp;B Committee completes actions on Leaves including Fellowship, Reassignment, &amp; Leaves of Absence, and notifies candidates.</p> <p>Department sends notices to OAA by noon</p> <p>For Fellowship Leaves, Reassignment Leaves, &amp; Leaves of Absence, Department submits the following to OAA:</p> <p><b>An application with detailed proposal, a signed PAF-FI; an electronic copy of an updated brief, CV and other supporting documents, along with the Department Personnel folder for the candidate.</b></p>	
Tues. 3/9/2021				<p><b>College P&amp;B Meeting (Tentative)</b> 9:00 am - 11:45 am <i>Zoom Meeting</i></p>
Fri. 3/12/2021		<p>Notifications of candidate's request for promotion from Assoc. Prof. to Professor are due in the offices of the President &amp; College P&amp;B Secretary. <b>(3 letters of recommendation must be mailed directly to President.)</b></p>		
Tues. 3/16/2021				<p><b>College P&amp;B Meeting</b> 9:00 am - 11:45 am <i>Zoom Meeting</i> <i>Promotions (except from Assoc. to Full) &amp; Leaves</i></p>
Wed. 3/17/2021				<p><b>College P&amp;B Meeting</b> 9:30 am - 2:00 pm <i>Zoom Meeting</i> <i>Promotions (except from Assoc. to Full) &amp; Leaves</i> <b>Academic Review Committee</b> <i>Meets at 3:00 pm</i></p>

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Mon. 3/22/2021		<p><b>CANDIDATES</b> submit the following directly to OAA for Promotions from Assoc. Prof. to Full Prof.:</p> <p><b>A signed PAF-FI; an electronic copy of an updated brief, CV, Annual Evaluation, and other supporting documents, along with the Department Personnel folder for the candidate. 3 letters of recommendation must be mailed directly to President.</b></p>		
Mon. 3/29/2021		<p>By this date, President expects to send letters to candidates on 1<sup>st</sup> Reappointments (due contractually by 4/1/2021).</p>		
Wed. 4/21/2021				<p><b>College P&amp;B Meeting</b> 9:30 am – 2:00 pm Zoom Meeting Promotions from Assoc. to Full Professor</p> <p><b>Academic Review Committee</b> Meets at 3:00 pm</p>
Mon. 4/26/2021		<p>College P&amp;B Secretary sends notices of recommendation of the College P&amp;B Committee to candidates for Promotion, Leaves, &amp; Reassigned Time.</p>		
Tues. 4/27/2021				<p><b>College P&amp;B Meeting</b> 9:00 am – 11:45 am Zoom Meeting Continue Promotions from Assoc. to Full Professor</p>
Wed. 4/28/2021				<p><b>Academic Review Committee</b> Meets at 3:00 pm</p>

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Wed. 5/5/2021		By this date, President expects to send letters to candidates on Reappointment (other than 1 <sup>st</sup> ), Fellowship Leaves, & Promotions.		
Tues. 5/11/2021				College P&B General Meeting [Tentative] 9:00 am – 11:45 am Zoom Meeting