

BRONX COMMUNITY COLLEGE - PERSONNEL AND BUDGET CALENDAR FOR SPRING 2025

DATE	REAPPOINTMENTS (EFFECTIVE 8/25/25 – 8/27/26)	PROMOTIONS (EFFECTIVE 8/25/25)	LEAVE REQUESTS: FALL 2025(ONLY) 8/25/25 – 1/25/26 Spring 2026 (Only) (1/26/26 – 6/30/26) Fall 2025 & Spring 2026 8/25/25 – 8/27/26 Fall 2026 (8/28/26 – 1/27/27)	COLLEGE-WIDE PERSONNEL & BUDGET MEETINGS
Fri. 1/31/2025	Candidates for reappointment 1 st and 2 nd reappointments Lec., 1 st reappointments Instructor, Asst. Prof., CLT & Sr. CLT. Candidates must submit updated briefs, CVs & other support material to Dept. Chairpersons.			
Wed. 2/5/2025				College P & B General Meeting 9:30 am – 11:00 am In-Person, Location TBD
Fri. 2/14/2025	Department P&B Committee completes actions on 1 st and 2 nd reappointments Lec., 1 st reappointments Instructor, Asst. Prof., CLT & Sr. CLT. Department P&B Committee notifies candidates. Recommendations sent electronically to OAA by noon	Candidates applying for promotion from Asst. Prof. to Assoc. Prof., Senior CLT to Chief CLT, CLT to Senior CLT. Must submit an application for promotion, an updated brief, CV, and other supporting materials to Chairperson.	Candidates applying for Fellowship Leave, Reassignment & Leave of Absence for Spring 2026 and after must Submit application & updated CV's & other supporting materials to Chairperson.	
Fri. 2/21/2025	For candidates for 1 st and 2 nd reappointment Lec., 1 st reappointments Instructor, Asst. Prof., CLT & Sr. CLT., Department submits the following to OAA: An electronic copy of an updated brief, CV, Annual Evaluation, and other supporting documents, along with the Department Personnel folder for the candidate.			
Wed. 3/5/2025				College P&B Meeting 10:00 am - 12:00 pm <i>Zoom Meeting</i> <i>Actions on 1st reappointments Lec., 1st reappointments Instructor, Asst. Prof., CLT & Sr. CLT. and 2nd Reappointments Lecturer, Instructor, Asst. Prof., CLT & Sr. CLT.</i>

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Tues. 3/11/2025	College P&B Secretary sends notices of recommendation of the College P&B Committee to candidates for 1 st reappointment Lec., 1 st reappointments Instructor, Asst. Prof., CLT & Sr. CLT. and 2 nd reappointment Lec., 2 nd reappointments Instructor, Asst. Prof., CLT & Sr. CLT.			
Thurs. 3/13/2025		<p>Department P&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>An electronic copy of an updated brief, CV, Annual Evaluation, and other supporting documents, along with the Department Personnel folder for the candidate.</p>	<p>Department P&B Committee completes actions on Leaves including Fellowship, Reassignment, & Leave of Absence, and notifies candidates.</p> <p>Department sends notices to OAA by noon</p> <p>For Fellowship Leave, Reassignment Leave, & Leaves of Absence, Department submits the following to OAA:</p> <p>An application with detailed proposal, an electronic copy of an updated brief, CV and other supporting documents, along with the Department Personnel folder for the candidate.</p>	
Fri. 3/14/2025		<p>Notifications of candidate's request for promotion from Assoc. Prof. to Professor are due in the offices of the President & College P&B Secretary. (Request 3 letters of recommendation to be mailed/emailed directly to President.)</p>		
Wed. 3/26/2025		<p>CANDIDATES submit the following directly to OAA for Promotions from Assoc. Prof. to Full Prof.:</p> <p>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 received either by email or mailed directly to President.)</p>		<p>College P&B Meeting 10:00 am - 2:00 pm Zoom Meeting Promotions (except from Assoc. to Full)</p>

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Fri. 3/28/2025	By this date, President expects to send letters to candidates on 1 st Reappointments (due contractually by 4/1/2025).			
Wed. 4/2/2025				College P&B Meeting 10:00 am – 2:00 pm Zoom Meeting Promotions from Assoc. to Full Professor
Wed. 4/30/2025				College P&B Meeting 10:00 am – 2:00 pm Zoom Meeting Promotions from Assoc. to Full Professor and Fellowship Leaves & Reassigned Leaves
Fri. 5/2/2025		College P&B Secretary sends notices of recommendation of the College P&B Committee to candidates for Promotion and Fellowship Leaves.		
Wed. 5/7/2025		By this date, President expects to send letters to candidates on Promotions (and possible Fellowship Leaves)		College P&B General Meeting 10:00 am – 11:30 am In-Person, Location TBD

Academic Review Committee Meetings TBD