



WENZHOU-KEAN  
UNIVERSITY

**CALENDAR/PROCESS OF EVALUATION ACTIVITIES  
FOR FULL-TIME PROBATIONARY FACULTY MEMBERS IN  
THEIR FIRST YEAR OF SERVICE**

**Calendar for Academic Year 2025-2026**

<b>WKU First-Year Tenure-Track Faculty Evaluation for Continuous Improvement Activity</b>	<b>To be Completed on or Before</b>
1. University notification sent from the Office of the Vice Chancellor for Academic Affairs to candidates and case packets opened in Interfolio.	March 6, 2026 (Fri.)
2. Faculty member submits a portfolio via Interfolio. Documents included in the portfolio is outlined below.	April 15, 2026 (Wed.)
3. The Department Director reviews the portfolio and prepare a written evaluation summary, including identified areas for improvement (if any) and an accompanying improvement plan (if needed). Before submitting the evaluation to the Campus Dean, the Department Director shall meet with the candidate to discuss the evaluation summary, the areas requiring improvement, and the proposed improvement plan. The department ARTP Committee Chair, or an ARTP Committee member, or—if there are no ARTP Committee members on the WKU side—a tenured faculty member shall participate in the meeting to discuss expectations for reappointment.	April 30, 2026 (Thurs.)
4. The Campus Dean reviews the portfolio and the evaluation of the Department Director, and provides a written evaluation summary with an improvement plan (if needed) to the candidate. a. If the candidate does not agree with any evaluation comments and/or improvement plan, they shall have a consultation with the Campus Dean prior to the evaluation being forwarded to the Office of the Vice Chancellor for Academic Affairs. Following the consultation, the candidate will have five (5) business days to respond in writing to the Campus Dean before the evaluation is forwarded to the Office of the Vice Chancellor for Academic Affairs.	May 11, 2026 (Mon.)

5. The Campus Dean forwards evaluation to the Office of the Vice Chancellor for Academic Affairs for record.

May 25, 2026 (Mon.)