



WENZHOU-KEAN UNIVERSITY

Instructions to Candidates for First Year Evaluation for continuous improvement

First-year evaluations¹ are required for tenure-track faculty at Wenzhou-Kean University (WKU) to review progress, set expectations, and formulate clear implementation and development plans for continuous improvement. It differs from evaluations in future years in that it only involves steps with the WKU department director and the Campus Dean. The purpose of the evaluation is to support first-year faculty in continuously improving their teaching, scholarship, and service, thereby positioning them for a successful reappointment and tenure review. WKU adopts the same evaluation criteria as Kean University, USA (KUSA), as outlined below.

KEAN UNIVERSITY CRITERIA FOR REAPPOINTMENT (Source: RTP Guidelines, LOA 34)
Decisions about academic faculty retention, tenure, and promotion shall be governed by these broad and interrelated factors:

1. **Mastery of subject matter** -- as demonstrated by such things as advanced degrees, licenses, honors, and general reputation in the academic area under consideration, etc.

- a. Earned Degrees
- b. Honors, Awards and Distinguished Achievements
- c. Educational and Professional Experiences

2. **Effectiveness of teaching** – as demonstrated by such things as evaluation by colleagues and students, development of new teaching materials and courses, etc.

- a. Faculty Observations
- b. Student Evaluations
- c. Teaching Innovation

3. **Scholarly abilities** – as demonstrated by such things as research in the academic field, contribution to artistic creation, publication, etc.

- a. Publications, Performances, Exhibitions
- b. Current Professional and Academic Association Memberships

¹ Faculty contracts at WKU are typically renewed on a three-year cycle, rather than annually as at KUSA. Accordingly, what is referred to as a “reappointment” evaluation at KUSA is termed an *annual* evaluation at WKU for the first-year faculty evaluations. Unless an annual evaluation at WKU coincides with a faculty member’s contract renewal cycle, the evaluation does not result in a WKU reappointment decision.

4. **Effectiveness in University and community service** -- as demonstrated by such things as participation in University governance, improvement of Departmental, college, and University programs, service to students, service to the University community and to related professional organizations, etc.

- a. Past and Current Non-Teaching Responsibilities
- b. Community Activities Related to Professional Competence

5. **Continuing growth** -- as demonstrated in a consistently open and emerging pattern of reading, research and service that indicates a capacity for further professional development. Please make sure to include this in your Research, Teaching, and Service statements.

6. Evidence supporting **attainment of additional departmental criteria** (if appropriate) -- to be included only if the Department has formally adopted criteria in addition to University-wide standards.

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

The first-year evaluation calendar is posted on the [Office of Vice Chancellor for Academic Affairs website](#) each year. Please note that deadlines are typically similar year-to-year. The steps for review and deadlines are detailed below:

WKU First-Year Tenure-Track Faculty Evaluation for Continuous Improvement Activity	To be Completed on or Before
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	April 30, 2026 (Thurs.)

Committee members on the WKU side—a tenured faculty member shall participate in the meeting to discuss expectations for reappointment.

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. May 11, 2026 (Mon.)
 - 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.

5. The Campus Dean forwards evaluation to the Office of the Vice Chancellor for Academic Affairs for record. May 25, 2026 (Mon.)

APPLICATION INSTRUCTIONS

Applications for evaluation are submitted electronically via Interfolio. Faculty will receive an email from the system when a case packet has been opened on their behalf.

Faculty can also log-in to Interfolio to update their Faculty Activity Report sections and active cases at any time by following the steps below:

- Go to www.interfolio.com
- Select Log-In
- Select “Sign in with partner institution”
- In search box, type Kean University and sign in using Kean credentials (the same username/password used for other SSO applications – Microsoft, Workday, Workvivo, etc.)

The following documents are required for submission through Interfolio for evaluation in the First Year:

1. Curriculum Vitae
2. Peer Observations (1 required)
3. Student Evaluation of all courses taught in fall semester (and winter semester if teaching winter semester courses).

4. Holistic Summary on Scholarship/Creative Works, Teaching (and Service*) (1 required; 1,000 word max.)
5. Optional Statement
6. Interfolio Form: First Year Tenure Track Verification Form

*First year faculty are not required to provide statements on service, but this will be required in 2nd-6th year faculty evaluation.

For Instructions on using Interfolio to submit First Year Evaluation Materials, please visit the [Faculty Forms website](#). Detailed guides with screenshots are available on this page, along with the calendar with deadlines for faculty submission and committee reviews.

For any questions or support in using Interfolio or for inquiries related to the review process and deadlines, contact interfolio@kean.edu.

FACULTY OBSERVATIONS

At least **one (1)** teaching observation from the WKU Department Director or a faculty member at or above the candidate's rank arranged by the Department Director. Each observation must be discussed with the Candidate, who has the right to respond in writing for inclusion in the evaluation file.

Each evaluation must:

1. Be signed by the faculty member making the observation
2. Indicate the date of the observation

Note:

1. In order to satisfy the requirements of due process, the class meeting chosen for evaluation should be one in which teaching competence may be fully demonstrated. Thus, examination sessions, class presentations by students, individual private instruction and similar situations are excluded.
2. Fairness to the Candidate would suggest that the observer be present from the very beginning of the class session so that important information and directions given to the students are not missed.
3. To be helpful to the Candidate, the evaluation should be directed to considerations such as the following:
 - The Candidate's knowledge of the content area of the course:
 - the precision and accuracy of information given to the students
 - evidence of the Candidate's scholarship observed in the class
 - apparent value of the readings and assignments given to the students
 - The Candidate's ability to communicate and facilitate learning:

- organization of the class presentation
- clarity and relative importance of the objectives of the presentation
- ability to motivate and guide students in deepening their knowledge
- openness and facility in responding to questions

****Important note:** In preparation for the next evaluation cycle, candidates should plan to have two (2) new peer observations completed during the Spring (and/or Summer, as appropriate) so that they can be included in the 2nd year packet (typically submitted by the late September/beginning of October for 2nd-6th year faculty).

HOLISTIC SUMMARY ON SCHOLARSHIP/CREATIVE WORKS, TEACHING (& SERVICE*)

This 1000-word synergistic statement should include:

I. Introduction (Approx. 100–150 words)

- Full name, current title, department, and date of hire
- Summary of guiding values or philosophy as a scholar-educator

II. Scholarship / Creative Works (Approx. 300–400 words)

A. Research Agenda and Evolution

- Description of core research/creative focus and how it has developed
- Theoretical or disciplinary grounding
- Why your research matters (worded for a non-specialist)

B. Key Publications / Creative Projects

- Highlight status of current works (books, peer-reviewed articles, exhibitions, etc.)
- Note planned publication venues, co-authors if relevant, and your role/contribution

C. Recognition and Impact

- Citations, awards, invited talks, external grants/fellowships, juried shows
- Mentions of how your work contributes to your field and communities; how do you communicate your impact to the public

D. Future Directions

- Brief statement of upcoming projects

III. Teaching and Mentoring (Approx. 300–400 words)

A. Philosophy and Approach

- Brief statement of teaching philosophy
- Innovative or signature pedagogies used (active learning, technology integration, etc.)

B. Teaching Contributions, as applicable

Courses developed/taught/coordinated (including new courses or revisions)

- Interdisciplinary or General Education contributions
- Supervision of student research, theses, or creative work

C. Effectiveness and Impact

- Peer observations, teaching awards, or recognition
- Evidence of student learning or engagement

D. Mentorship and Student Support, as applicable

- Advising and mentorship (undergraduate/graduate, formal/informal)
- Evidence of student success

IV. *Service and Leadership, if applicable – Service activities are not expected for first year faculty, but you should include a brief statement on how you intend to incorporate departmental/institutional service and professional/community engagement in future semesters (Approx. 100-150 words)

V. Closing Statement (Approx. 100–150 words)

- Summary of integrated faculty identity
- Commitment to continued growth and contribution

STUDENT EVALUATIONS

Student evaluations for all courses are conducted online (via Anthology/Campus Labs) and are not available until the end of the semester. As such, only student evaluations for all courses taught in fall semester (and winter semester if any course is taught in winter) of the first year should be uploaded to the Teaching Activity section under the Faculty Activity Reporting (FAR) module in Interfolio for the first-year review. The instructor shall leave the classroom while student evaluations are being conducted during class time. In future evaluation cycles (2nd-6th Years), student evaluations for all courses taught should be uploaded. Faculty must upload the student evaluations themselves as Interfolio does not pull them in automatically. Instructions for adding student evaluations are included in the guidance documents for 2nd-6th year evaluations.