



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

WKU 1st Year Tenure Track Faculty CALENDAR OF ANNUAL EVALUATION ACTIVITIES

Calendar for Academic Year 2026-2027

WKU 1 st Yr Evaluation for Continuous Improvement Activity	To be Completed on or Before
1. University notification sent from the WKU Office of the Vice Chancellor for Academic Affairs (VCAA) to candidates and case packets opened in <i>Interfolio</i> .	Feb. 17, 2027 (Wed.)
2. Candidate submits materials via <i>Interfolio</i> .	April 14, 2027 (Wed.)
3. The WKU Department Director reviews the portfolio and prepares a written evaluation summary, including identified areas for improvement (if any) and an accompanying improvement plan (if needed). Before submitting the evaluation to the WKU Campus Dean, the WKU 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 WKU faculty member shall participate in the meeting to discuss expectations for reappointment.	April 30, 2027 (Fri.)
4. The WKU Campus Dean reviews the portfolio and the evaluation of the WKU 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 WKU Campus Dean prior to the evaluation being forwarded to the VCAA. Following the consultation, the candidate will have five (5) business days to respond in writing to the WKU Campus Dean before the evaluation is forwarded to the VCAA.	May 10, 2027 (Mon.)
5. WKU Campus Dean forwards evaluation to WKU Office of the VCAA for record.	May 24, 2027 (Mon.)