



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

WKU Lecturers

CALENDAR OF EVALUATION FOR CONTINUED IMPROVEMENT

Calendar for Academic Year 2026-2027

WKU Lecturer Evaluation for Continued Improvement Activity	To be Completed on or Before
1. University notification sent from the Office of the Provost/SVPAA to WKU Lecturers and case packets opened in <i>Interfolio</i> .	Nov. 23, 2026 (Mon.)
2. WKU lecturer classroom observation completed by the WKU Program Director or their designee.	Nov. 23, 2026 – Mar. 12, 2027
3. WKU Office of the Vice Chancellor for Academic Affairs (VCAA) sends reminder to WKU lecturers and WKU Program Directors.	Jan. 15, 2027 (Fri.) Mar. 12, 2027 (Fri.)
4. Deadline for WKU Lecturers to submit their materials.	Apr. 2, 2027 (Fri.)
5. Deadline for the WKU Program Director to review the portfolio and prepare a written evaluation summary, including any identified areas for improvement (if any) and an accompanying improvement plan (if needed). Before submitting the evaluation to the WKU Campus Dean, the WKU Program Director shall meet with the WKU lecturer to discuss the evaluation summary, the areas requiring improvement, and the proposed improvement plan.	
6. Deadline for the WKU Campus Dean to review the portfolio and the evaluation of the WKU Program Director, and to provide a written evaluation summary with an improvement plan (if needed) to the WKU Lecturer. a. If the WKU Lecturer 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 WKU VCAA. Following the consultation, the WKU Lecturer will have five (5) business days to respond in writing to the WKU Campus Dean before the evaluation is forwarded to the WKU VCAA.	Apr. 23, 2027 (Fri.)
7. The WKU Campus Dean forwards evaluation to the WKU Office of the VCAA for record.	May 12, 2027 (Wed.)
8. If an improvement plan is required, the WKU Program Director must meet with the WKU lecturer to review and assess the progress of its implementation.	Oct. 15, 2027 (Fri.)