温州肯恩大学
WENZHOU-KEAN UNIVERSITY

Calendar of Reappointment Evaluation for the Department Director

Wenzhou-Kean University

No.	Evaluation for Department Director Reappointment	To Be Completed On or Before
1	HR notifies the Department Director that an end-of-term survey will be sent to faculty in the department, informing the Department Director of the purpose and timeline of the survey, with copies to the VCAA and the Dean.	November 16
2	HR sends the survey to all faculty members in the department except the Department Director.	November 17
3	The faculty members complete the survey (7 days).	November 23
4	HR collects and consolidates the survey responses, and shares the anonymized results with the Review Committee (3 days).	November 26
5	The Review Committee from the other college receives the survey results from HR: **a. Sign the Confidentiality Undertaking;** **b. Meet and deliberate; the Chair writes a summary report to the Dean (2 weeks).**	December 10
6	The Dean receives the survey results alongside the summary report from the Review Committee, and gives the recommendation to the VCAA, who will review it and provide a final decision to HR (2 weeks in total). Two possible outcomes: **a. Recommended for reappointment;** **b. Not recommended for reappointment, and a new global search for the Department Director needs to be initiated.**	December 23
7	HR informs the Department Director of the outcome, attaching the survey results (quantitative data only; no qualitative feedback).	January 7 of the following year

Note: HR = Human Resources Office; VCAA = Vice Chancellor for Academic Affairs. All dates refer to the calendar year in which the evaluation process is initiated unless otherwise stated.