



KEAN

WKU 2nd – 6th Year Tenure Track Faculty CALENDAR OF ANNUAL EVALUATION/REAPPOINTMENT ACTIVITIES

WKU tenure track faculty members submit materials for review annually

During mid-contract years, WKU faculty are evaluated for the purposes of feedback and continued improvement

During contract renewal cycles¹, WKU faculty are evaluated for reappointment

Calendar for Academic Year 2025-2026

| WKU 2 nd -6 th Yr Tenure Track Evaluation/Reappointment Activity | To be Completed on or Before |
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| 1. University notification sent from the Office of the Provost/Senior Vice President for Academic Affairs to WKU candidates and case packets opened in <i>Interfolio</i> . A reminder is sent from the Office of the Vice Chancellor for Academic Affairs (VCAA) to WKU candidates. | Determined by Provost's Office (early September) |
| 2. Candidate submits materials via <i>Interfolio</i> to Departmental ARTP Committee | Oct. 3, 2025 (Fri.) |
| 3. Following Departmental Appointment, Reappointment, Tenure and Promotion committee (ARTP) review, Chair of Departmental ARTP committee summarizes feedback in the principal areas of research, teaching, and service, as well as any other considerations relevant to reappointment, tenure, and promotion in a written document that becomes part of the record after review by the candidate. Departmental ARTP committee sends notification of the recommendation to the candidate, and forwards recommendation to College Reappointment and Tenure (RT) Committee | Nov. 7, 2025 (Fri.) |
| 4. College RT Committee reviews materials. College RT Committee Chair sends written notification of recommendation to the candidate and forwards recommendation to WKU Dean | Dec. 8, 2025 (Mon.) |
| 5. WKU Dean reviews materials and provides summary comments to WKU VCAA | Dec. 22, 2025 (Mon.) |
| 6. WKU VCAA reviews materials, makes recommendation to the Provost/Senior Vice President for Academic Affairs, and sends written notification of the recommendation to the candidate | Jan. 7, 2026 (Wed.) |

¹ WKU faculty are typically appointed to three-year contracts. Therefore, review for reappointment usually takes place during Year 3 and Year 6 (the final review includes consideration of tenure and promotion to Associate Professor).

7. Provost/Senior Vice President for Academic Affairs reviews materials, forwards recommendation to the President, and sends written notification of the recommendation to the candidate. Jan. 16, 2026 (Fri.)
8. Candidate may submit a written response to the President regarding the recommendation from the Provost/Senior Vice President for Academic Affairs. Jan. 23, 2026 (Fri.)
9. President sends written notification of final recommendation to candidate and forwards recommendation to the Chairman of the Wenzhou-Kean University Board of Directors. Feb. 6, 2026 (Fri.)
10. WKU Board of Directors act on the President's nominations for reappointment.