KEAN

WKU A-328 CAREER DEVELOPMENT PROGRAM

Review and Notification Timetable

Calendar for Academic Year 2025-2026

WKU A-328 Activity	To be Completed on or Before
1. Notification to WKU academic departments and WKU faculty scheduled for assessment and case packets opened in *Interfolio*.	Jan. 9, 2026 (Fri.)
2. Formation of Assessment Committee: Assessee and WKU Program Director/Campus Dean finalize members of Assessment Committee: a. Chairperson (1.A.): The Program Director of the candidate's department, if tenured. In the situation where the Program Director is not tenured, or is the candidate, the most senior tenured faculty member or next most senior tenured faculty member of the department will chair the Assessment Committee. If no eligible person exists in the WKU department, select the chairperson from the respective Kean USA department. b. Member (1.B.): A member of the tenured faculty who is competent to review the scholarship of the candidate and to evaluate the candidate's currency and depth of knowledge in their discipline and specialty. If no eligible person exists at WKU, select a tenured faculty member from Kean USA. c. Member (1.C.): A member of the tenured faculty who is knowledgeable about good teaching practices and experiences in instructional assessment. If no eligible person exists at WKU, select a tenured faculty member from Kean USA.	Mar. 6, 2026 (Fri.)
3. Peer observations completed by two members of the assessment committee.	Mar. 6 - Mar. 13, 2026
4. Assessee submits self-study with all required materials via *Interfolio*.	Mar. 13, 2026 (Fri.)
5. Prior to preparing its final report, Assessment Committee meets with Assessee to discuss its evaluation and recommendations. Following this meeting, Assessment Committee provides the Assessee with the final report in writing and forwards materials to the WKU Campus Dean. Written response by the Assessee to the Assessment Committee's report may be attached to the report.	Mar. 27, 2026 (Fri.)

6. Assessee may present a written request to the Assessment Committee to reconsider its evaluation and recommendations. If this request is granted, the Assessment Committee will notify the WKU Campus Dean.	Apr. 10, 2026 (Fri.)
7. WKU Campus Dean notifies Assessee of their independent evaluation and recommendations. If findings are different from those of the Assessment Committee, a conference between the WKU Campus Dean, Assessment Committee and Assessee will be scheduled. a. Where appropriate, assessment reports and statements will be forwarded to the WKU Career Development Committee.	Apr. 17, 2026 (Fri.)
8. Whenever consulted, the WKU Career Development Committee makes recommendations for sponsored career development to the WKU Campus Dean and WKU VCAA (with appropriate notification to the Assessee).	Apr. 27, 2026 (Mon.)
9. Assessee may address the WKU VCAA in writing regarding the recommendations from the WKU Career Development Committee. The WKU VCAA may accept, reject, or modify recommendations and shall notify the Assessee.	Apr. 30, 2026 (Thurs.)
10. WKU VCAA reports to the President and WKU Board of Directors for action where necessary.	May 4, 2026 (Mon.)
11. WKU VCAA notifies Assessee of final career development plan, if needed.	May 11, 2026 (Mon.)