



KEAN

WKU Lecturer Positions CALENDAR OF EVALUATION FOR CONTINUED IMPROVEMENT

Calendar for Academic Year 2025-2026

WKU Lecturer Evaluation for Continued Improvement Activity	To be Completed on or Before
1. University notification sent from the Office of the Provost/Senior Vice President for Academic Affairs to WKU Lecturers and case packets opened in <i>Interfolio</i> . A reminder is sent from the Office of the Vice Chancellor for Academic Affairs to WKU lecturers.	Dec. 12, 2025 (Fri.)
2. Deadline for completion of the WKU lecturer classroom observation by the Program Director or their designee. -- The Office of Vice Chancellor for Academic Affairs sends reminders to the Program Directors and WKU lecturers regarding classroom observations on September 15 th and December 15 th , 2025.	Jan. 23, 2026 (Fri.)
3. Deadline for WKU Lecturers to submit their materials.	Feb. 23, 2026 (Mon.)
4. Deadline for the 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 Dean, the Program Director shall meet with the WKU lecturer to discuss the evaluation summary, the areas requiring improvement, and the proposed improvement plan.	Mar. 26, 2026 (Thurs.)
5. Deadline for the WKU Dean to review the portfolio and the evaluation of the 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 Dean prior to the evaluation being forwarded to the Vice Chancellor for Academic Affairs. Following the consultation, the WKU Lecturer will have five (5) business days to respond in writing to the WKU Dean before the evaluation is forwarded to the Vice Chancellor for Academic Affairs.	Apr. 10, 2026 (Fri.)
6. The WKU Dean forwards evaluation to the Office of the Vice Chancellor for Academic Affairs for record.	Apr. 20, 2026 (Mon.)
7. If an improvement plan is required, the Program Director must meet with the WKU lecturer to review and assess the progress of its implementation.	Oct. 16, 2026 (Fri.)