



# KEAN

## WKU Lecturer Positions CALENDAR OF REAPPOINTMENT ACTIVITIES

### Calendar for Academic Year 2025-2026

WKU Lecturer Reappointment 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 <sup>1</sup> 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 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 VCAA sends reminders to the Program Directors and WKU lecturers regarding classroom observations on September 15 <sup>th</sup> and December 15 <sup>th</sup> , 2025.	Jan. 23, 2026 (Fri.)
3. Deadline for WKU Lecturers to submit their materials in <i>Interfolio</i> .	Feb. 23, 2026 (Mon.)
4. Deadline for the Program Director to review the portfolio and forward a written evaluation summary to WKU Campus Dean. The Program Director shall meet the lecturer to discuss the evaluation summary prior to the evaluation being forwarded to the WKU Dean.	Mar. 13, 2026 (Fri.)
5. Deadline for the WKU Dean to review the portfolio and the evaluation of the Program Director, and to provide a written evaluation to the WKU Lecturer.	Mar. 23, 2026 (Mon.)
a. If the WKU Lecturer is not recommended for reappointment, they shall have a consultation with the WKU 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 Dean before the evaluation is forwarded to the WKU VCAA.	Mar. 30, 2026 (Mon.)
6. The WKU Dean forwards recommendations to the WKU VCAA.	Apr. 3, 2026 (Fri.)
7. WKU VCAA reviews materials, makes recommendation to the Provost/Senior Vice President for Academic Affairs, and sends written notification of this recommendation to the WKU Lecturer.	Apr. 13, 2026 (Mon.)

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<sup>1</sup> WKU Lecturers with contracts ending in 2026 are required to apply for reappointment. WKU Lecturers in the middle of a contract period are required to submit materials following the timeline in the Calendar of Evaluation for Continued Improvement for the purposes of feedback and continued improvement (the review process stops at the WKU VCAA for this group).

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| 8. Provost/Senior Vice President for Academic Affairs reviews materials, forwards recommendation to the President, and sends written notification of this recommendation to the WKU Lecturer. | April 24, 2026 (Fri.) |
| a. WKU Lecturer may submit a written response to the President regarding the recommendation from the Provost/Senior Vice President for Academic Affairs within five (5) business days.        | May 1, 2026 (Fri.)    |
| 9. President sends written notification of final recommendation to WKU Lecturer and forwards recommendation to the Chairman of the Wenzhou-Kean Board of Directors.                           | May 15, 2026 (Fri.)   |
| 10. WKU Board of Directors act on the President's nominations for reappointment.  |                       |