

CAS Academic Affairs Responsibilities by Contact Person

Academic Affairs Contact Information	
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Amy Niemczyk, <i>Operations Manager</i>	a-niemczyk@bethel.edu x6144
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Academic Affairs Roles & Responsibilities		
Area of Responsibility	Person to Contact	Other Information
Accreditation		
Charter Schools	Diane Dahl	Charter School Authorizing
College in the Schools/NACEP Accreditation	Julie Finnern	
MOHE/HLC Accreditation	Joel Frederickson	
Specialized Program Accreditation Consultation	Diane Dahl	Accreditation Information
Calendars		
AA Conference Room	Lisa Sowards	Reserve the AA Conf Room
Academic Calendar	Julie Finnern and Lisa Sowards	Quick Reference 2021-2022 Calendar
Scheduling Meetings:	<ul style="list-style-type: none"> • Julie Finnern's calendar: Lisa Sowards • Diane Dahl's calendar: Tanya Larson (t-larson@bethel.edu x6919) • Barrett Fisher's calendar: Brittany Boehm • Ray VanArragon's calendar: Jodie Bunish 	
Committee Assignments for 2021-2022 - Includes Deans' Participation		
Communication		
Academic Affairs Website	Brittany Boehm	Academic Affairs website
Department Chair Information/Updates	Brittany Boehm	Academic Affairs Department Chair Website
Marketing and Communications Liaison	Brittany Boehm	
COVID Information		
The COVID-10 Response webpage provides general information. Associate Provost updates are posted on the AA webpage.		General Bethel Information Updates from Julie
Day-to-Day Operations		

Document Intake and Mail Processing	Lisa Sowards	
Events		
Commencement	Julie Finnern and Jodie Bunish	CAS Faculty Commencement Information
Study Day Brunch	Ray VanArragon and Jodie Bunish	
Faculty Human Resource (Office of People & Culture) Matters		
Benefits	Amy Niemczyk and Angie Cyrankowski (OPC)	Faculty Handbook - Benefits people-culture@bethel.edu
Contracts (Full Time and Adjunct)	Amy Niemczyk	
Faculty Contact Information Management	Amy Niemczyk	
Faculty Professional Growth & Development		
Adjunct Plus	Ray VanArragon and Jodie Bunish	Adjunct Plus Status Overview
Department Chair Reviews	Ray VanArragon and Jodie Bunish	
Edgren Scholars	Ray VanArragon and Jodie Bunish	Edgren Scholars Process Information
Eligibility for Promotion/Tenure, Reappointment, and Sabbatical	Julie Finnern and Amy Niemczyk	Eligibility Information
Faculty Development	Ray VanArragon and Jodie Bunish	Faculty Development Website Professional Development Forms
Faculty Excellence Awards	Ray VanArragon and Jodie Bunish	Faculty Excellence Award: Scholarship (doc) Faculty Excellence Award: Service or Leadership (doc) Faculty Excellence Award: Teaching (doc)

Faculty Development Grants	Ray VanArragon and Jodie Bunish	Alumni Faculty Grant Guidelines (pdf) Alumni Faculty Grant Application (doc) Faculty Development Grant Application and Guidelines (doc)
Faculty Retreat	Ray VanArragon and Jodie Bunish	Faculty Retreat 2021
Faculty Workshops	Ray VanArragon and Jodie Bunish	
Primetime Presentations	Ray VanArragon and Jodie Bunish	Primetime Presentation Information
Promotion	Julie Finnern and Lisa Sowards	Promotion, Tenure, & Reappointment Procedures & Information
Tenure - Initial Tenure and Tenure Renewal	Julie Finnern and Lisa Sowards	Promotion, Tenure, & Reappointment Procedures & Information
Tuition Benefits Requests	Ray VanArragon and Jodie Bunish (Diane Dahl for all Nursing, Social Work, and Community Health Dept. requests)	CEU's only Reimbursement Request Competitive Summer Seminars and Artist in Residence Application
Reappointment	Ray VanArragon and Jodie Bunish	Promotion, Tenure, & Reappointment Procedures & Information
Sabbatical	Ray VanArragon and Jodie Bunish	All Sabbatical forms - see Professional Development Section Important Sabbatical Dates & Procedure
Finances		
Academic Affairs budget	Julie Finnern and Amy Niemczyk	

Credit Card Processing and Reimbursements	Departmental Credit Card Processing: Lisa Sowards Faculty Development Reimbursements: Jodie Bunish	Credit Card Activity Report Business Expense Report – Reimbursement for Bethel Employees
Department Program Budgets	Barrett Fisher and Amy Niemczyk (Diane Dahl for all Nursing, Social Work, and Community Health Dept. requests)	Budget Request Form Non-personnel (doc) Budget Request Form Reallocation of Funds (doc)
Grants		
Faculty Grants	See Faculty Professional Growth and Development	
Federal Grants	Deb Sullivan-Trainor	Frequently Requested Information for Grants
Other Grants	Julie Finnern	
Hiring & New Faculty		
Faculty Hiring (including Personnel Requisitions)	Ray VanArragon and Jodie Bunish (Diane Dahl for all Nursing, Social Work, and Community Health Dept. requests)	
New Faculty Orientation	Julie Finnern, Ray VanArragon, and Jodie Bunish	
Onboarding	Ray VanArragon, Jodie Bunish, and Amy Niemczyk	
Space Planning		
CAS Space Planning	Julie Finnern	
Faculty Offices	Julie Finnern and Jodie Bunish	
University Classroom Oversight Committee	Julie Finnern	University Classroom Oversight Committee webpage
Student Matters		
Enrollment Data	Brittany Boehm	
Academic Dismissal	Julie Finnern and Lisa Sowards	Academic Dismissal information

Academic Honesty Violations	Julie Finnern and Lisa Sowards When needed, an appeal goes to Barrett Fisher or Diane Dahl (Nursing, Social Work, and Community Health) instead of the department chair.	Academic Honesty Honesty Violation Reporting (BEACON)
Student Petitions and Academic, Graduation Appeals	Julie Finnern and Lisa Sowards	Registrar Petition forms
General Education Appeals	Barrett Fisher	Academic Appeals information
External Student Scholarships	Barrett Fisher	
Retention and Pre-attrition	Julie Finnern and Lisa Sowards	
Student Conference Travel Funds	Ray VanArragon and Jodie Bunish	Student Conference Travel Funds Form: Group (doc) Student Conference Travel Funds Form: Individual (doc)
Teaching & Learning		
Academic Plans	Barrett Fisher and Brittany Boehm	2021-2022 Academic Plans
Academic Policies Committee (APC)	Barrett Fisher	Agendas & Minutes
Acadeum	Julie Finnern	
Advising	Julie Finnern and Brittany Boehm	Advising Resources
Academic Enrichment and Support Center (AESC)	Julie Finnern	AESC Website
Catalogs (CAS & BUILD)	Barrett Fisher and Brittany Boehm	Catalog
Class schedules	Barrett Fisher and Amy Niemczyk	
College in the Schools	Julie Finnern and Jodie Bunish	
Committee for Academic Affairs	Barrett Fisher and Ray VanArragon	Agendas & Minutes
Course Evaluations	Julie Finnern and Brittany Boehm	Course Evaluations Procedure & Information
Course Proposals and Changes	Barrett Fisher and Brittany Boehm	Curriculum forms

Curriculum review and revision (course & programs)	Barrett Fisher and Brittany Boehm	Curriculum forms
DegreeWorks	Julie Finnern and Brittany Boehm	
Early College	Barrett Fisher and Amy Niemczyk	
Faculty Teaching Loads	Barrett Fisher and Amy Niemczyk	Load & Split-Load Information -
General Education	Barrett Fisher and Brittany Boehm	General Education Curriculum and Policies
Honors Programs	Barrett Fisher and Brittany Boehm	Pietas Honors Program Pietas Honors Program catalog information Honors catalog information
Individualized Majors	Barrett Fisher	Individualized Major Proposal
Interim Study Abroad Course Scholarship	Jodie Bunish and Office of International and Off-Campus Programs	Scholarship Procedure Scholarship Application
Johnson Center	Barrett Fisher	
Living the Questions	Barrett Fisher and Katie Friesen Smith	
Royal Academy	Barrett Fisher	
Summer School	Julie Finnern and Amy Niemczyk	Intent to offer goes through department chairs
Syllabi	Brittany Boehm	col-syllabus@bethel.edu

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Most up to date information can be found on the [Academic Affairs website](#)