

Important Dates for Department Chair 2020-2021

BETHEL UNIVERSITY

College of Arts & Sciences

Office of Academic Affairs

ACTIVITY	DUE DATE	OVERSIGHT	SEND TO	RELEVANT DOCUMENT(S)**
Evaluation of faculty applying for: Initial Tenure, Tenure Renewal	August 15	Julie Finnern	cas-academic-affairs@bethel.edu	1. Department Chair Evaluation Form 2. Qualtrics
Evaluation of faculty applying for: Reappointment, Non-Tenured Continuing Appointment	August 15	Ray VanArragon	cas-academic-affairs@bethel.edu	1. Department Chair Evaluation Form 2. Qualtrics
Sabbatical Application Form for 2021-2022*	August 15	Ray VanArragon	cas-academic-affairs@bethel.edu	Sabbatical Application Form
Application Materials for Initial Tenure, Tenure Renewal*	August 15	Julie Finnern	cas-academic-affairs@bethel.edu	See letter of invitation for list of relevant application materials needed
Application Materials for Reappointment, Non-Tenured Continuing Appointment*	August 15	Ray VanArragon	cas-academic-affairs@bethel.edu	See letter of invitation for list of relevant application materials needed
Promotion Intent to Apply*	August 15	Julie Finnern	cas-academic-affairs@bethel.edu	Intent to Apply Form
Department Evaluations: Initial Tenure	September 1	Julie Finnern	Submit through Google Form	Department Evaluation Form
New Interim 2022 Study Abroad Proposals *Should have a conversation with Dean of Academic Programs regarding concept prior to completing full proposal.	September 1	Barrett Fisher	Office of Off-Campus Programs - (Signature of Dean of Academic Programs required prior to submission)	1. Interim Abroad New Program Form 2. New Course Proposal Form 3. Gen Ed Course Proposal Form (if relevant)
Evaluation of faculty applying for: Sabbatical for 2021-2022	September 5	Ray VanArragon	cas-academic-affairs@bethel.edu	Sabbatical Chair Evaluation
Attendance must be reported	September 7 (Day after last day to add/drop first-half or full-term course)	Julie Finnern		Report students not attending through Beacon
Proposals for new majors for 2021-2022	September 13	Barrett Fisher	b-fisher@bethel.edu	
Personnel requests for new faculty or staff positions for Fall 2021	September 15	Ray VanArragon	rvanarra@bethel.edu	Personnel Requisition Form
Textbook adoption for Interim and Spring 2021 (opens September 17)	October 1	Jill Sonstebey	Submit through MyBethel	inSite method - accessed via Campus Store Home Page/ Faculty Resources link
Confirm existing study abroad courses with Office of Off-Campus Programs for Interim 2022	October 1	Barrett Fisher		Interim Abroad Intent to Offer Form (Office of Off-Campus Programs)
Observation of adjunct faculty	October 12	Ray VanArragon		Suggested Teaching Observation Forms
Admissions Fall Preview/Visit Days	October 15, 16, 23, 30	Jaycee Detloff		
2021-2022 new course proposals , including new topics courses, to be included in the 2021-2022 catalog.	October 15	Barrett Fisher	b-fisher@bethel.edu	New Course Proposal Form
Initial Summer School Proposals	October 15	Julie Finnern	cas-academic-affairs@bethel.edu	
Advising/Assessment Day	October 28	Julie Finnern		
Remodeling requests	October 31	Julie Finnern	cas-academic-affairs@bethel.edu	Remodeling Request Form
Admissions Fall Preview/Visit Day	November 6	Jaycee Detloff		
Teaching loads for 2021-2022	November 6	Barrett Fisher	cas-academic-affairs@bethel.edu	Load form (Excel spreadsheet)
Admissions Fall Transfer Visit Day (Virtual)	November 9	Jaycee Detloff		
Registration for Interim and Spring 2021	November 10, 12, 16, 18	Kerri Vickers		
2021-2022 budget requests —including equipment, large items, supplies and expenses, and reallocations	December 1	Julie Finnern	cas-academic-affairs@bethel.edu	Distributed by the Office of Academic Affairs
All 2021-2022 catalog changes , including all changes to majors, minors, courses, academic plans, and narratives.	December 5	Barrett Fisher	cas-academic-affairs@bethel.edu	Catalog change forms (see Curriculum forms on Academic Affairs' webpage)

If a due date falls on a Saturday or Sunday, submit the item by the following Monday.

Academic Affairs Coordinators - Arts and Humanities = Jodie Bunish; Gen. Ed = Kari Rupert; Natural and Behavioral Sciences = Jodie Bunish; Professional Programs = Jodie Bunish

* Initiated by individual faculty members;

** Most relevant documents are available on the Academic Affairs webpage (<https://www.bethel.edu/undergrad/academic-affairs/faculty/forms>)

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Course schedules for 2021-2022 Opens	January 4	Barrett Fisher	In EMS	Course schedule forms (EMS closes for edits on February 4)
Grades – Fall 2020	January 4	Kerri Vickers	Submit through MyBethel	
Promotion Application Materials*	January 15	Julie Finnern	cas-academic-affairs@bethel.edu	See letter of invitation for list of relevant application materials needed
Chair Evaluations: Promotion	January 15	Julie Finnern	cas-academic-affairs@bethel.edu	1. Department Chair/Peer Evaluation Form 2. Teaching Evaluation Form
Department Evaluations: Promotion	January 15	Julie Finnern	cas-academic-affairs@bethel.edu	Department Evaluation Form
Grades – Interim 2021	February 3	Kerri Vickers	Submit through MyBethel	
Course schedules for 2021-2022 Closes	February 4	Barrett Fisher	In EMS	Course schedule forms (EMS opens for edits on January 4)
Attendance must be reported	February 8 (Day after last day to add/drop first-half or full-term course)	Julie Finnern		Report students not attending through Beacon
Departmental library materials requests for Library	February 9	Rhonda Gilbraith	Rhonda Gilbraith	
Grades – Interim Abroad 2021	February 10	Kerri Vickers	Submit through MyBethel	
Admitted Spring Student Day Event	February 15	Jaycee Detloff		
Admissions Spring Transfer Student Day (Virtual)	February 15	Jaycee Detloff		
Admissions PSEO Information Day (Virtual)	February 23	Jaycee Detloff		
Admitted Spring Student Day Event	March 1, 29	Jaycee Detloff		
Catalog available for review	March 1	Barrett Fisher		
Final Summer School proposals	March 1	Julie Finnern	cas-academic-affairs@bethel.edu	
Textbook adoption for Summer and Fall 2021 (opens February 15)	March 1	Jill Sonstebey	Submit through MyBethel	inSite method - accessed via Campus Store Home Page/ Faculty Resources link
Final catalog edits and academic plans due	April 1	Julie Finnern	cas-academic-affairs@bethel.edu	
Observation of adjunct faculty	April 2	Ray VanArragon		Suggested Teaching Observation forms
Registration for Summer and Fall 2021	April 13, 15, 19, 21	Kerri Vickers		
Admissions Junior Preview Day	April 23	Jaycee Detloff		
Faculty Excellence Award Nominations	May 1	Ray VanArragon	Professional Development Committee Chairperson	Letters of recommendation; Info on Academic Affairs webpage (Forms)
Catalog publication (online)	May 15	Julie Finnern		
Admissions Spring Transfer Visit Day (Virtual)	May 7	Jaycee Detloff		
Observation of faculty who will be reviewed for non-tenure, reappointment, initial tenure, and tenure renewal in Fall 2021	May 15	Julie Finnern		
Grades – Spring 2021	May 27	Kerri Vickers	Submit through MyBethel	

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