

# Important Dates for Faculty 2020-2021

**BETHEL UNIVERSITY**

**College of Arts & Sciences**

**Office of Academic Affairs**

| ACTIVITY  | DUE DATE   | OVERSIGHT       | SEND TO  | RELEVANT DOCUMENT(S)*  |
|---|--|-----------------|--|--|
| <b>Sabbatical</b> Application Form for <b>2021-2022</b>   | August 15  | Ray VanArragon  | cas-academic-affairs@bethel.edu  | Sabbatical Application Form  |
| Application Materials for <b>Initial Tenure, Tenure Renewal</b>   | August 15  | Julie Finnern   | cas-academic-affairs@bethel.edu  | See letter of invitation for list of relevant application materials needed                                   |
| Application Materials for <b>Reappointment, Non-Tenured Continuing Appointment</b>  | August 15  | Ray VanArragon  | cas-academic-affairs@bethel.edu  | See letter of invitation for list of relevant application materials needed                                   |
| <b>Promotion Intent</b> to Apply  | August 15  | Julie Finnern   | cas-academic-affairs@bethel.edu  | Intent to Apply Form   |
| <b>Faculty Retreat</b>  | August 25-26   | Ray VanArragon  |  |  |
| <b>New Interim 2022 Study Abroad Proposals</b><br>*Should have a conversation with Dean of Academic Programs regarding concept prior to completing full proposal. | September 1  | Nikki Kang      | Office of Off-Campus Programs -<br>(Signature of Dean of Academic Programs required prior to submission) | 1. Interim Abroad New Program Form<br>2. New Course Proposal<br>3. Gen Ed Course Proposal Form (if relevant) |
| <b>Syllabi</b> for <b>Fall 2020</b> classes   | September 6<br>(Last day to add/drop first-half or full-term course)           | Julie Finnern   | col-syllabus@bethel.edu  |  |
| <b>Attendance</b> must be reported  | September 7<br>(Day after last day to add/drop first-half or full-term course) | Julie Finnern   |  | Report students not attending through Beacon   |
| <b>Textbook</b> adoption for <b>Interim and Spring 2021</b><br>(opens September 17)   | October 1  | Jill Sonsteby   | Submit through MyBethel  | inSite method - accessed via Campus Store Home Page/ Faculty Resources link                                  |
| <b>Confirm existing study abroad courses</b> with Office of Off-Campus Programs for Interim 2022  | October 1  | Nikki Kang      |  | Interim Abroad Intent to Offer Form (Office of Off-Campus Programs)  |
| <b>Admissions Fall Preview/Visit Days</b>   | October 15, 16, 23, 30   | Jaycee Detloff  |  |  |
| <b>2021-2022 new course proposals</b> , including new topics courses, to be included in the <b>2021-2022</b> catalog.   | October 15   | Barrett Fisher  | cas-academic-affairs@bethel.edu  | New Course Proposal Form   |
| Intent to offer <b>Summer School 2021 Course</b> opens (information will be available for students ahead of Fall 2021 and Interim 2022 registration)              | October 15   | Julie Finnern   | Department Chair   | Form will be ready by August 15.   |
| <b>Professional Development Grant</b> Applications  | October 19<br>(Third Monday of October)  | Ray VanArragon  | cas-academic-affairs@bethel.edu  | Grant Application Form   |
| <b>Advising/Assessment Day</b>  | October 28   | Patrice Conrath |  |  |
| Admissions Fall Preview/Visit Day   | November 6   | Jaycee Detloff  |  |  |
| Admissions Fall Transfer Visit Day (Virtual)  | November 9   | Jaycee Detloff  |  |  |
| <b>Registration for Interim and Spring 2021</b>   | November 10, 12, 16, 18  | Kerri Vickers   |  |  |
| <b>Course Evaluation Selection</b> for fall term  | November 15  | Julie Finnern   |  | MyBethel link  |
| All <b>2021-2022</b> catalog <b>changes</b> (changes to course, major/minor/program, and department or program information; see October 15 for new courses)       | December 5   | Barrett Fisher  | Department Chair   | See catalog forms on Academic Affairs website  |
| Reimbursement deadline for conference funds, faculty development grants and alumni grants for fall  | December 15  | Ray VanArragon  | Hardcopies to Academic Affairs<br>PO 2351 or electronically to<br>cas-academic-affairs@bethel.edu        | Business Expense Reimbursement Form (available on the Business Office webpage under Employee Forms)          |
| Faculty Study Day <b>Brunch</b>   | December 16  | Ray VanArragon  |  |  |

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

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

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Date Printed: August 7, 2020

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|--|---|----------------|---|---|
| Grades – <b>Fall 2020</b>  | January 4   | Kerri Vickers  | Submit through MyBethel   |   |
| Syllabi for <b>Interim 2021</b> classes  | January 7<br>(Last day to add/drop course)                                    | Julie Finnern  | col-syllabus@bethel.edu   |   |
| <b>Course Evaluation Selection</b> for interim   | January 10  | Julie Finnern  |   | MyBethel link   |
| <b>Promotion</b> Application Materials   | January 15  | Julie Finnern  | cas-academic-affairs@bethel.edu   | See letter of invitation for list of relevant application materials                                 |
| <b>Alumni Grant</b> Applications   | January 19<br>(Day after Martin Luther King Day)                              | Ray VanArragon | cas-academic-affairs@bethel.edu   | Link to application in e-mail from Academic Affairs   |
| Grades – <b>Interim 2021</b>   | February 3  | Kerri Vickers  | Submit through MyBethel   |   |
| Syllabi for <b>Spring 2021</b> classes   | February 7<br>(Last day to add/drop first-half or full-term course)           | Julie Finnern  | col-syllabus@bethel.edu   |   |
| <b>Attendance</b> must be reported   | February 8<br>(Day after last day to add/drop first-half or full-term course) | Julie Finnern  |   | Report students not attending through Beacon  |
| Grades – <b>Interim Abroad 2021</b>  | 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 |   |   |
| Final <b>Summer School 2021</b> Proposal Deadline  | March 1   | Julie Finnern  | cas-academic-affairs@bethel.edu   | Intent to Teach Summer Course form  |
| <b>Textbook</b> adoption for <b>Summer and Fall 2021</b> (opens February 15)                         | March 1   | Jill Sonstebey | Submit through MyBethel   | inSite method - accessed via Campus Store Home Page/ Faculty Resources link                         |
| <b>Edgren Scholars</b> application   | March 1   | Ray VanArragon | cas-academic-affairs@bethel.edu   | Instructions on Academic Affairs website  |
| <b>Professional Development Grant</b> applications   | March 22<br>(Monday after Spring Break)                                       | Ray VanArragon | cas-academic-affairs@bethel.edu   | Grant Application Form  |
| <b>Course Evaluation Selection</b> for spring term   | March 31  | Julie Finnern  |   | MyBethel link   |
| Registration for <b>Summer and Fall 2021</b>   | April 13, 15, 19, 21  | Kerri Vickers  | Submit through MyBethel   |   |
| Admissions Junior Preview Day  | April 23  | Jaycee Detloff |   |   |
| Faculty <b>Excellence Awards</b> nominations   | May 1   | Ray VanArragon | cas-academic-affairs@bethel.edu   | Letters of nomination   |
| Catalog publication (online)   | May 15  | Julie Finnern  |   |   |
| Admissions Spring Transfer Visit Day (Virtual)   | May 7   | Jaycee Detloff |   |   |
| Reimbursement deadline for conference funds, faculty development grants and alumni grants for spring | May 15  | Ray VanArragon | Hardcopies to Academic Affairs PO 2351 or electronically to cas-academic-affairs@bethel.edu | Business Expense Reimbursement Form (available on the Business Office webpage under Employee Forms) |
| Faculty Study Day <b>Brunch</b>  | May 19  | Ray VanArragon |   |   |
| Grades – <b>Spring 2021</b>  | May 27  | Kerri Vickers  | Submit through MyBethel   |   |
| Intent to teach form for <b>NEW Interim 2023 Study Abroad Course</b> (pre-proposal conceptual plan)  | June 1  | Nikki Kang     |   | Pre-Proposal Initial Study Abroad Planning form (Google)  |

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