

Important Dates for Faculty Fall 2023

BETHEL UNIVERSITY

College of Arts & Sciences

Office of Academic Affairs

ACTIVITY	DUE DATE	OVERSIGHT	SEND TO	RELEVANT DOCUMENT(S)*
Sabbatical Application Form for 2024-2025 (<i>eligible faculty only</i>)	August 15	Ray VanArragon	cas-academic-affairs@bethel.edu	Sabbatical Application Form
Application Materials for Initial Tenure, Tenure Renewal*	August 15, by 9:00am	Julie Finnern	cas-academic-affairs@bethel.edu	See letter of invitation for list of relevant application materials needed, Promotion, Tenure, and Reappointment
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, Tenure, and Reappointment
Promotion Intent to Apply (<i>eligible faculty only</i>)	August 15	Julie Finnern		Applicants receive a link to a Google link from AA
Faculty Retreat	August 21-22	Ray VanArragon		
Academic Connections	August 25	Alyssa Hamre-Kontak	advising-center@bethel.edu	
Syllabi for Fall 2023 classes	September 4 (Last day to add/drop first-half or full-term course)	Julie Finnern	col-syllabus@bethel.edu	
Attendance for Fall 2023 must be reported	September 5 (Day after last day to add/drop first-half or full-term course)	Julie Finnern		Report students not attending F2F courses through Beacon
Textbook adoption for January Session & Spring 2024 (opens February 15)	October 1	Jill Sonstebly		inSite method - accessed via Campus Store Home Page/ Faculty Resources link
New January Session 2025 Faculty-Led Programs Proposals *Should have a conversation with Dean of Academic Programs regarding concept prior to completing full proposal.	October 1	Virginija Wilcox	study-abroad@bethel.edu - (*Dean of Academic Programs' signature required prior to submission)	1. New Faculty-led Program Proposal / Modified Faculty-led Program Proposal Form 2. Gen Ed Course Proposal Form (if relevant)
Confirm existing faculty-led programs with Office of International & Off-Campus Programs for January Session 2025	October 1	Virginija Wilcox	study-abroad@bethel.edu	January Session Abroad Intent to Offer Form
Professional Development Grant Applications	October 16 (3rd Monday of October)	Ray VanArragon	cas-academic-affairs@bethel.edu	Grant Application Form
Admissions Fall Preview/Visit Days	October 19, 20, 21, & 27	Maddie Stites		
Advising/Assessment Day	October 25	Julie Finnern		
New Course Proposals (including Topics courses), to be included in the 2024-2025 catalog.	October 30	Barrett Fisher	cas-academic-affairs@bethel.edu	New Course Proposal Form
Registration for January Session & Spring 2024	November 7, 9, 13, & 15	Lydia Wurdemann		
Admissions Admitted Student Overnight	December 3 & 4	Maddie Stites		
Grades due – Fall 2023	December 20 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	

Materials are due by the end of business on the date listed unless otherwise stated. If a due date falls on a Saturday or Sunday, submit the item by the following Monday.

* 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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