

Important Dates for Faculty Spring 2024

BETHEL UNIVERSITY

College of Arts & Sciences

Office of Academic Affairs

ACTIVITY	DUE DATE	OVERSIGHT	SEND TO	RELEVANT DOCUMENT(S)*
Syllabi for January Session 2024 classes	January 5 (Last day to add/drop course)	Julie Finnern	col-syllabus@bethel.edu	
Promotion Application Materials	January 15 by 9:00am	Julie Finnern	Applicants receive a Google link from AA to form	See letter of invitation for list of relevant application materials needed, Promotion, Tenure, and Reappointment
Alumni Grant Applications	January 16 (Day after Martin Luther King Day)	Ray VanArragon	cas-academic-affairs@bethel.edu	Link to application in e-mail from Academic Affairs
All 2024-2025 catalog changes (changes to course, major/minor/program, and department or program information; see October 15 for new course proposals)	February 1	Barrett Fisher	Department Chair	See catalog forms on Academic Affairs Curriculum website
Grades due – January Session 2024	February 1 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
Grades due for January Session Abroad 2024	February 8 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
Syllabi for Spring 2024 classes	February 8 (Last day to add/drop first-half or full-term course)	Julie Finnern	col-syllabus@bethel.edu	
Attendance for Spring 2024 must be reported	February 9 (Day after last day to add/drop first-half or full-term course)	Julie Finnern		Report students not attending F2F courses through Beacon
PSEO Information Day	February 15	Maddie Stites		
Admitted Spring Student Day Event	February 18 & 19	Maddie Stites		
Textbook adoption for Summer & Fall 2024 (opens February 15)	March 1	Jill Sonstebly		inSite method - accessed via Campus Store Home Page/ Faculty Resources link
Admitted Spring Student Day Events	March 1 & 2	Maddie Stites		
Department Chairs/Program Directors submit Final Summer School submissions	March 15	Julie Finnern	cas-academic-affairs@bethel.edu	
Professional Development Grant Applications	March 18 (Monday after Spring Break)	Ray VanArragon	cas-academic-affairs@bethel.edu	Grant Application Form
Edgren Scholars Application	March 20	Ray VanArragon	cas-academic-affairs@bethel.edu	Faculty Scholarship Opportunities webpage
Advising/Assessment Day	April 10	Julie Finnern		
Virtual PSEO Information Session	April 18	Maddie Stites		
Registration for Summer & Fall 2024	April 23, 25, 29, & May 1	Lydia Wurdemann		
Admissions Junior Preview Day	April 26	Maddie Stites		

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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Faculty Excellence Awards nominations	May 1	Ray VanArragon	cas-academic-affairs@bethel.edu	Letters of nomination
Admissions Spring Transfer Visit Day	May 13	Maddie Stites		
Final Reimbursement deadline for conference funds, faculty development & alumni grants for spring (<i>All expenses must be submitted no later than 60 days after charges are incurred</i>)	May 15	Ray VanArragon	Hardcopies to AA, PO 2351 or electronically: cas-academic-affairs@bethel.edu	Business Expense Reimbursement Form for 2023-2024 available on the Business Office website under Employee Forms
Catalog publication (online)	May 17	Barrett Fisher		
Faculty Study Day Brunch	May 22	Ray VanArragon		
Grades due – Spring 2024	May 30 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
Intent to teach form for NEW January Session 2026 Study Abroad Course (pre-proposal conceptual plan)	June 1	Virginija Wilcox	study-abroad@bethel.edu	

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