

Important Dates for Faculty 2024 - 2025

BETHEL UNIVERSITY

College of Arts & Sciences

Office of Academic Affairs

ACTIVITY	DUE DATE	OVERSIGHT	SEND TO	RELEVANT DOCUMENT(S)*
Sabbatical Application Form for 2025-2026 (<i>eligible faculty only</i>)	August 15	Ray VanArragon	provost@bethel.edu	Sabbatical Application Form
Application Materials for Initial Tenure, Tenure Renewal, and 5-year Clinical Contract	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		Promotion & Intent to Apply Google form
New Adjunct Faculty Orientation	August 22	Ray VanArragon		
Opening Kick-off / CAS Faculty Retreat	August 26 & 27	Ray VanArragon		Link to Schedule
Academic Connections	August 30	Alyssa Hamre-Kontak	advising-center@bethel.edu	
Syllabi for Fall 2024 classes	September 10	Julie Finnern	col-syllabus@bethel.edu	
Attendance for Fall 2024 must be reported	September 11	Julie Finnern		Report students not attending F2F courses through Beacon
Textbook adoption for January Session & Spring 2025 (opens September 15)	October 1	Dodie Woodis		Slingshot
New January Session 2026 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 2027	October 1	Virginija Wilcox	study-abroad@bethel.edu	January Session Abroad Intent to Offer Form
Professional Development Grant Applications	October 21	Ray VanArragon		Prof. Development Grant Application
Admissions Fall Preview/Visit Days	October 18 & 25	Margaret Brandt	buadmevents-cas@bethel.edu	
Advising Day	October 30	Julie Finnern		Advising Center
New Course Proposals to be included in the 2025-2026 catalog.	October 30	Barrett Fisher	cas-academic-affairs@bethel.edu	New Course Proposal Form
Registration for January Session & Spring 2025	November 12, 14, 19, & 21	Lydia Wurdemann		
Royal Retreat Overnight	December 17 & 18	Margaret Brandt	buadmevents-cas@bethel.edu	
Study Day Brunch	December 18	Ray VanArragon		
Commencement	December 20	Jodie Bunish		

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 Business Day.

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 12, 2024

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ACTIVITY	DUE DATE	OVERSIGHT	SEND TO	RELEVANT DOCUMENT(S)*
Grades due – Fall 2024	January 3 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
Syllabi for January Session 2025 classes	January 9 (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
All 2025-2026 catalog changes (changes to course, major/minor/program, and department or program information; see October 15 for new course proposals)	Dept. Chairs need to review & submit to AA by February 1	Barrett Fisher	Department Chair	See catalog forms on Academic Affairs Curriculum website
Grades due – January Session 2025	February 1 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
Grades due for January Session Abroad 2025	February 8 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
Syllabi for Spring 2025 classes	February 10	Julie Finnern	col-syllabus@bethel.edu	
Attendance for Spring 2025 must be reported	February 11	Julie Finnern		Report students not attending F2F courses through Beacon
Room Preferences Opens for Fall 2025	Opens February TBD/Closes March TBD	Brian Metcalf		Preferences collected in EMS
Royal Retreat Overnight	February 16 & 17	Margaret Brandt	buadmevents@bethel.edu	
Textbook adoption for Summer & Fall 2025 (opens 2/15)	March 1	Dodie Woodis		Slingshot
Department Chairs/Program Directors submit Final Summer School submissions	March 15	Julie Finnern	cas-academic-affairs@bethel.edu	
Edgren Scholars Application	March 17	Ray VanArragon	cas-academic-affairs@bethel.edu	Faculty Scholarship Opportunities webpage
Royal Retreat Overnight	March 23 & 24	Margaret Brandt	buadmevents@bethel.edu	
Registration for Summer & Fall 2025	April 22, 24, 29, & May 1	Lydia Wurdemann		
Admissions Junior Preview Day	April 25	Margaret Brandt	buadmevents@bethel.edu	
Faculty Excellence Awards nominations	May 1	Ray VanArragon	cas-academic-affairs@bethel.edu	Faculty Excellence Nomination forms
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	Chrome River	Chrome River submission instructions
Catalog publication (online)	May 16	Brittany Boehm		Bethel Catalog
Faculty Study Day Brunch	May 21	Ray VanArragon		
Grades due – Spring 2025	May 27 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
NEW January Session 2027 Study Abroad Course (pre-proposal conceptual plan)	June 1	Virginija Wilcox	study-abroad@bethel.edu	FLP Pre-proposal form

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