

Important Dates for Department Chairs Fall 2023

BETHEL UNIVERSITY

College of Arts & Sciences

Office of Academic Affairs

ACTIVITY	DUE DATE (see note below)	OVERSIGHT	SEND TO	RELEVANT DOCUMENT(S)**
Chair Evaluation: faculty applying for Initial Tenure, Tenure Renewal	August 1	Julie Finnern	cas-academic-affairs@bethel.edu	Department Chair Evaluation Form
PSEO Orientations	August 1 & 7 (3:00-6:00pm)	Maddy Stites		
Chair Evaluation: faculty applying for Reappointment or Non-Tenured Continuing Appointment	August 15	Ray VanArragon	cas-academic-affairs@bethel.edu	Department Chair Evaluation Form
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 (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		Eligible applicants receive a link to a Google form from AA
Request for initial section offerings sent to depts. for Fall 2024, Spring, & Summer 2025***	August 22	Barrett Fisher		AA will share spreadsheet with Dept. Chairs
Department Evaluations: faculty applying for Initial Tenure	September 1	Julie Finnern	cas-academic-affairs@bethel.edu	Department Evaluation Form
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
Chair evaluation: faculty applying for Sabbatical for 2024-2025	September 6	Ray VanArragon		Sabbatical Chair Evaluation
Personnel requests for new faculty & staff positions for 2024-2025	September 15	Ray VanArragon	rvararra@bethel.edu	Personnel Requisition Form
Submit initial section offerings for Fall 2024, Spring, & Summer 2025 *** (# of sections only: once sections are built, instructor & schedule details will be requested by AA & due 3 weeks later)	September 15	Barrett Fisher	cas-academic-affairs@bethel.edu	AA will share spreadsheet with Dept. Chairs
Last day to submit 4.2.1 restructure proposal to Dean of Academic Programs for review & approval	September 15	Barrett Fisher		1. Proposed Program Approval form 2. Course List Template
Proposals for Academic Development Funds due We are not accepting proposals for fy24 because all funds are being used to support the 4.2.1 restructure.	October 1	Julie Finnern	cas-academic-affairs@bethel.edu	Proposal for Academic Development Funds found on the Dept. Chair Moodle site
New January Session 2025 Faculty-Led Programs Proposals* Have a conversation with Dean of Academic Programs regarding concept prior to completing proposal.	October 1	Virginija Wilcox	study-abroad@bethel.edu - (Dean of Academic Program's 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)
Department Chairs/Program Directors submit Initial Summer School course offerings	October 1	Julie Finnern		Spreadsheet will be shared with Dept. Chairs
Textbook adoption for January Session & Spring 2024 (opens September 15)	October 1	Jill Sonstebey		inSite method - accessed via Campus Store Home Page/ Faculty Resources link

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>)

*** Applicable to departments NOT restructuring for fall 2024; for departments restructuring for fall 2024, the specific timeline and deadlines will be communicated when proposals are finalized

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Date Printed: July 17, 2023

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Confirm existing faculty-led programs with Office of International/Off-Campus Programs for January 2025	October 1	Virginija Wilcox	study-abroad@bethel.edu	January Intent to Offer an FLP Form
Observation: Adjunct Faculty	October 12	Ray VanArragon	rvararra@bethel.edu	Teaching Observation Forms
Last day to submit 4.2.1 restructure proposal to Associate Provost for approval (Dean of Academic Programs sends materials to Associate Provost)	October 13	Julie Finnern		
Admissions Fall Preview/Visit Days	October 19, 20, 21, & 27	Maddy Stites		
Advising/Assessment Day (CAS)	October 25	Julie Finnern		
New Course Proposals (including Topics courses) & New Programs to be included in 2024-2025 catalog	October 30	Barrett Fisher	b-fisher@bethel.edu	New Course Proposal Form New Major Form
Last day to submit 4.2.1 restructure proposal to CAA Chair for curricular changes for 2024-2025 (Earlier submission highly encouraged)	October 30	Barrett Fisher	b-fisher@bethel.edu	
Early College Advising Days	November 7 & 8	Julie Finnern		
Registration for January Session & Spring 2024	November 7, 9, 13, & 15	Lydia Wurdemann	cas-registrar@bethel.edu	
Admissions Admitted Student Overnight	December 3 & 4	Maddy Stites		
Grades due – Fall 2023	December 20, by 12:00pm	Lydia Wurdemann	Submit through MyBethel	

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