

Important Dates for Department Chairs Spring 2024

BETHEL UNIVERSITY

College of Arts & Sciences

Office of Academic Affairs

ACTIVITY	DUE DATE	OVERSIGHT	SEND TO	RELEVANT DOCUMENT(S)**
Promotion Application Materials*	January 15, by 9:00am	Julie Finnern	Applicants receive a unique Google link from AA	See letter of invitation for list of relevant application materials needed, Promotion, Tenure, and Reappointment
Chair Evaluations: Promotion	January 15	Julie Finnern	cas-academic-affairs@bethel.edu	Department Chair Evaluation Form
Department Evaluations: Promotion	January 15	Julie Finnern	cas-academic-affairs@bethel.edu	Department Evaluation Form
Peer & Committee Chair Evaluations: Promotion	January 15	Julie Finnern	cas-academic-affairs@bethel.edu	Peer & Committee Chair Evaluation Forms
Observation of faculty being reviewed in Spring 2024	January 15	Julie Finnern	cas-academic-affairs@bethel.edu	Teaching Observation Form
Instructor & schedule details due to AA for Fall 2024, Spring, & Summer 2025***	January 15	Amy Niemczyk	cas-academic-affairs@bethel.edu	
All 2024-2025 catalog changes , including all changes to majors, minors, courses, academic plans, and narratives	February 1	Barrett Fisher	cas-academic-affairs@bethel.edu	Catalog change forms (see Curriculum forms on Academic Affairs' webpage)
Grades due – January Session 2024	February 1 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
Departmental library materials requests for Library	February 6	Rhonda Gilbraith	rhonda-gilbraith@bethel.edu	
Grades due – January Session Abroad 2024	February 8 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
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
Request period for room preferences opens for Fall 2024, Spring, & Summer 2025	February 15	Brian Metcalf		Preferences collected in EMS
PSEO Information Day	February 15	Maddy Stites		
Admitted Spring Student Day Event	February 18 & 19	Maddy Stites		
Request period for room preferences closes for Fall 2024, Spring, & Summer 2025	March TBD	Brian Metcalf		
Catalog available for review	March 1	Brittany Boehm		
Textbook adoption for Summer & Fall 2024 (opens February 15)	March 1	Jill Sonstebey		inSite method - accessed via Campus Store Home Page/ Faculty Resources link
Admitted Spring Student Day Events	March 1 & 2	Maddy Stites		
1 st half of term course grades due	March 3 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
Final catalog edits & Academic Plans due	April 1	Barrett Fisher	cas-academic-affairs@bethel.edu	
Observation of Adjunct Faculty	April 2	Ray VanArragon	rvanarra@bethel.edu	Teaching Observation forms
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.	April 15	Julie Finnern		Program Development Funds Information
Registration for Summer & Fall 2024	April 23, 25, 29, & May 1	Lydia Wurdemann		
Admissions Junior Preview Day	April 26	Maddy Stites		

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

* 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

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Faculty Excellence Award Nominations	May 1	Ray VanArragon	Professional Development Committee Chairperson	Letters of recommendation; Info on Academic Affairs webpage (Forms)
Admissions Transfer Visit Day	May 13	Maddy Stites		
Observation of faculty: non-tenure, reappointment, initial tenure, and tenure renewal in Fall 2024	May 15	Julie Finnern	cas-academic-affairs@bethel.edu	Teaching Observation Form
Catalog publication (online)	May 17	Brittany Boehm		https://www.catalog.bethel.edu
Grades due – Spring 2024	May 30 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
Pre-proposal to offer a new January Session 2026 faculty-led course	June 1	Virginija Wilcox	study-abroad@bethel.edu	

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