

Important Dates for Department Chairs 2024 - 2025

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
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 2025-2026 (<i>eligible faculty only</i>)	August 15	Ray VanArragon	provost@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		Promotion Intent to Apply form
Request for initial section offerings sent to depts. for Fall 2025, Spring, & Summer 2026	August 22	Barrett Fisher		AA will share spreadsheet with Dept. Chairs
Department Evaluations: faculty applying for Initial Tenure & 5-yr. Clinical Contract	September 1	Julie Finnern	cas-academic-affairs@bethel.edu	Department Evaluation Form
Chair evaluation: faculty applying for Sabbatical for 2025-2026	September 5	Ray VanArragon	provost@bethel.edu	Sabbatical Chair Evaluation
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
Personnel requests for new faculty & staff positions for 2025-2026	September 15	Ray VanArragon	rvararra@bethel.edu	Personnel Requisition Form
Submit initial section offerings for Fall 2025, Spring, & Summer 2026 (# 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
Proposals for Program Development Funds	September 20	Julie Finnern	cas-academic-affairs@bethel.edu	Proposal for Program Development Funds found on the Dept. Chair Moodle site
Room Preferences Opens for Spring 2025	October TBD	Brian Metcalf		Preferences collected in EMS
New January Session 2027 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 for summer 2025	October 1	Julie Finnern		Spreadsheet will be shared with Dept. Chairs
Textbook adoption for January Session & Spring 2025 (opens September 15)	October 1	Dodie Woodis		Slingshot
Confirm existing faculty-led programs with Office of International/Off-Campus Programs for January 2027	October 1	Virginija Wilcox	study-abroad@bethel.edu	January Intent to Offer an FLP Form

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.

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Date Printed: August 12, 2024

Most relevant documents are available on the Academic Affairs webpage (<https://www.bethel.edu/undergrad/academic-affairs/faculty/forms>) and the Department Chair Moodle site.

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Observation: Adjunct Faculty	October 14	Ray VanArragon	rvararra@bethel.edu	Teaching Observation Forms
Admissions Fall Preview/Visit Days	October 18 & 25	Margaret Brandt	buadmevents-cas@bethel.edu	
Advising Day (CAS)	October 30	Julie Finnern		Advising Center
New Course Proposals & New Programs to be included in 2025-2026 catalog	October 30	Barrett Fisher	b-fisher@bethel.edu	New Course Proposal Form New Major Form
Registration for January Session & Spring 2025	November 12, 14, 19, & 21	Lydia Wurdemann	cas-registrar@bethel.edu	
Royal Retreat Overnight	November 17 & 18	Margaret Brandt	buadmevents-cas@bethel.edu	
Grades due – Fall 2024	January 3, by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
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 (requires classroom observation)	January 15	Julie Finnern	cas-academic-affairs@bethel.edu	Department Chair Evaluation Form Teaching Observation 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
All 2025-2026 catalog changes (changes to course, major/minor/program, & dept. or prog. information)	February 1	Barrett Fisher	cas-academic-affairs@bethel.edu	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 – January Session Abroad 2025	February 8 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
Attendance for Spring 2025 must be reported	February 11	Julie Finnern		Report students not attending F2F courses through Beacon
Departmental library materials requests for Library	February 11	Rhonda Gilbraith	rhonda-gilbraith@bethel.edu	
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-cas@bethel.edu	
Catalog available for review	March 1	Brittany Boehm		https://catalog.bethel.edu
Textbook adoption for Summer & Fall 2025 (opens February 15)	March 1	Dodie Woodis		Slingshot
Royal Retreat Overnight	March 23 & 24	Margaret Brandt	buadmevents-cas@bethel.edu	
1 st half of term courses grades due	March 31 st by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
Final catalog edits & Academic Plans due	April 1	Brittany Boehm	cas-academic-affairs@bethel.edu	
Observation of Adjunct Faculty	April 1	Ray VanArragon	rvararra@bethel.edu	Teaching Observation forms
Registration for Summer & Fall 2025	April 22, 24, 29, & May 1	Lydia Wurdemann		
Admissions Preview Day	April 25	Margaret Brandt	buadmevents-cas@bethel.edu	
Proposals for Program Development Funds	April 25	Julie Finnern	cas-academic-affairs@bethel.edu	Program Development Funds Information
Faculty Excellence Award Nominations	May 1	Ray VanArragon	Professional Development Committee Chairperson	Faculty Excellence Nomination forms

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Observation of faculty: initial tenure, tenure renewal, non-tenure, reappointment, and 5-year clinical appointment in Fall 2025	May 15	Julie Finnern	cas-academic-affairs@bethel.edu	Teaching Observation Form
Catalog publication (online)	May 16	Brittany Boehm		https://catalog.bethel.edu
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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