

# 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)*
<b>Sabbatical Application Form for 2025-2026</b> ( <i>eligible faculty only</i> )	August 15	Ray VanArragon	<a href="mailto:provost@bethel.edu">provost@bethel.edu</a>	<a href="#">Sabbatical Application Form</a>
<b>Application Materials for Initial Tenure, Tenure Renewal, and 5-year Clinical Contract</b>	August 15, by 9:00am	Julie Finnern	<a href="mailto:cas-academic-affairs@bethel.edu">cas-academic-affairs@bethel.edu</a>	See letter of invitation for list of relevant application materials needed, <a href="#">Promotion, Tenure, and Reappointment</a>
<b>Application Materials for Reappointment, Non-Tenured Continuing Appointment</b>	August 15	Ray VanArragon	<a href="mailto:cas-academic-affairs@bethel.edu">cas-academic-affairs@bethel.edu</a>	See letter of invitation for list of relevant application materials needed, <a href="#">Promotion, Tenure, and Reappointment</a>
<b>Promotion Intent to Apply</b> ( <i>eligible faculty only</i> )	August 15	Julie Finnern		<a href="#">Promotion &amp; Intent to Apply Google form</a>
<b>New Adjunct Faculty Orientation</b>	August 22	Ray VanArragon		
<b>Opening Kick-off / CAS Faculty Retreat</b>	August 26 & 27	Ray VanArragon		<a href="#">Link to Schedule</a>
Academic Connections	August 30	Alyssa Hamre-Kontak	<a href="mailto:advising-center@bethel.edu">advising-center@bethel.edu</a>	
<b>Syllabi for Fall 2024 classes</b>	September 10	Julie Finnern	<a href="mailto:col-syllabus@bethel.edu">col-syllabus@bethel.edu</a>	
<b>Attendance for Fall 2024</b> must be reported	September 11	Julie Finnern		<a href="#">Report students not attending F2F courses through Beacon</a>
<b>Textbook adoption for January Session &amp; Spring 2025</b> (opens September 15)	October 1	Dodie Woodis		<a href="#">Slingshot</a>
<b>New January Session 2026 Faculty-Led Programs Proposals</b> *Should have a conversation with Dean of Academic Programs regarding concept prior to completing full proposal.	October 1	Virginija Wilcox	<a href="mailto:study-abroad@bethel.edu">study-abroad@bethel.edu</a> - (*Dean of Academic Programs' signature required prior to submission)	1. <a href="#">New Faculty-led Program Proposal / Modified Faculty-led Program Proposal Form</a> 2. <a href="#">Gen Ed Course Proposal Form</a> (if relevant)
<b>Confirm existing Faculty-Led Programs</b> with Office of International & Off-Campus Programs for January 2027	October 1	Virginija Wilcox	<a href="mailto:study-abroad@bethel.edu">study-abroad@bethel.edu</a>	<a href="#">January Session Abroad Intent to Offer Form</a>
<b>Professional Development Grant Applications</b>	October 21	Ray VanArragon		<a href="#">Prof. Development Grant Application</a>
<b>Admissions Fall Preview/Visit Days</b>	October 18 & 25	Margaret Brandt	<a href="mailto:buadmevents-cas@bethel.edu">buadmevents-cas@bethel.edu</a>	
<b>Advising Day</b>	October 30	Julie Finnern		<a href="#">Advising Center</a>
<b>New Course Proposals</b> to be included in the <b>2025-2026</b> catalog.	October 30	Barrett Fisher	<a href="mailto:cas-academic-affairs@bethel.edu">cas-academic-affairs@bethel.edu</a>	<a href="#">New Course Proposal Form</a>
<b>Registration for January Session &amp; Spring 2025</b>	November 12, 14, 19, & 21	Lydia Wurdemann		
<b>Royal Retreat Overnight</b>	November 17 & 18	Margaret Brandt	<a href="mailto:buadmevents-cas@bethel.edu">buadmevents-cas@bethel.edu</a>	
<b>Study Day Brunch</b>	December 18	Ray VanArragon		
<b>Commencement</b>	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: October 10, 2024

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<b>Grades due – Fall 2024</b>	January 3 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
<b>Syllabi for January Session 2025 classes</b>	January 9 (Last day to add/drop course)	Julie Finnern	<a href="mailto:col-syllabus@bethel.edu">col-syllabus@bethel.edu</a>	
<b>Promotion Application</b> 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, <a href="#">Promotion, Tenure, and Reappointment</a>
All <b>2025-2026 catalog changes</b> (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 <a href="#">catalog forms</a> on Academic Affairs Curriculum website
<b>Grades due – January Session 2025</b>	February 1 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
<b>Grades due for January Session Abroad 2025</b>	February 8 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
<b>Syllabi for Spring 2025 classes</b>	February 10	Julie Finnern	<a href="mailto:col-syllabus@bethel.edu">col-syllabus@bethel.edu</a>	
<b>Attendance for Spring 2025</b> must be reported	February 11	Julie Finnern		<a href="#">Report students not attending F2F courses through Beacon</a>
<b>Room Preferences Opens</b> for Fall 2025	Opens February TBD/Closes March TBD	Brian Metcalf		Preferences collected in EMS
Royal Retreat Overnight	February 16 & 17	Margaret Brandt	<a href="mailto:buadmevents@bethel.edu">buadmevents@bethel.edu</a>	
<b>Textbook adoption for Summer &amp; Fall 2025</b> (opens 2/15)	March 1	Dodie Woodis		<a href="#">Slingshot</a>
Department Chairs/Program Directors submit <b>Final Summer School</b> submissions	March 15	Julie Finnern	<a href="mailto:cas-academic-affairs@bethel.edu">cas-academic-affairs@bethel.edu</a>	
<b>Edgren Scholars Application</b>	March 17	Ray VanArragon	<a href="mailto:cas-academic-affairs@bethel.edu">cas-academic-affairs@bethel.edu</a>	<a href="#">Faculty Scholarship Opportunities webpage</a>
Royal Retreat Overnight	March 23 & 24	Margaret Brandt	<a href="mailto:buadmevents@bethel.edu">buadmevents@bethel.edu</a>	
<b>Registration for Summer &amp; Fall 2025</b>	April 22, 24, 29, & May 1	Lydia Wurdemann		
Admissions Junior Preview Day	April 25	Margaret Brandt	<a href="mailto:buadmevents@bethel.edu">buadmevents@bethel.edu</a>	
<b>Faculty Excellence Awards</b> nominations	May 1	Ray VanArragon	<a href="mailto:cas-academic-affairs@bethel.edu">cas-academic-affairs@bethel.edu</a>	<a href="#">Faculty Excellence Nomination forms</a>
<b>Final Reimbursement deadline</b> 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	<a href="#">Chrome River submission instructions</a>
<b>Catalog publication</b> (online)	May 16	Brittany Boehm		<a href="#">Bethel Catalog</a>
<b>Faculty Study Day Brunch</b>	May 21	Ray VanArragon		
<b>Grades due – Spring 2025</b>	May 27 by 12:00pm	Lydia Wurdemann	Submit through MyBethel	
<b>NEW January Session 2027 Study Abroad Course</b> (pre-proposal conceptual plan)	June 1	Virginija Wilcox	<a href="mailto:study-abroad@bethel.edu">study-abroad@bethel.edu</a>	<a href="#">FLP Pre-proposal form</a>

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