Month Day, Year

**Adjunct Faculty Warm Welcome Letter**

Blue font = will pull from PA Hiring Proposal

Red font = requires manual data entry

First Name Last Name

Address

City, State, Zip Code

SENT VIA EMAIL TO: \_\_\_\_\_\_\_\_\_\_\_ (candidate’s email as entered in PeopleAdmin)

Dear \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_: (first and last name of the newly hired candidate)

Welcome to Eastern Washington University. We’re excited to have you join us in your new role as an adjunct faculty member, as well as a member of the EWU community. You are now an Eastern Eagle!

At Eastern, we believe all of our employees are here to make a difference that contributes to the success of our students, faculty and staff, and our community. I look forward to sharing with you how your individual position contributes to fulfilling the mission of the university. Eastern’s Mission and other information about the university can be found here: https://www.ewu.edu/about/fast-facts/

As mentioned in the appointment letter, your first day on the new job will be \_\_\_\_\_\_\_\_, (day of the week) \_\_\_\_\_\_\_ (date).

Option A: Please plan to meet with me at \_\_\_\_\_\_ (time of day) on your first day. My office is located in \_\_\_\_\_\_\_\_\_\_ (building and room number). OR

Option B: Please plan to meet with me at \_\_\_\_\_\_ (time of day), I will connect with you via \_\_\_\_\_\_\_\_\_\_\_\_\_ (phone or zoom).

Your first few days will include activities designed to help ensure your successful integration into the university. Some of these activities include:

* Reviewing job expectations and training plans, and answering any initial questions.
* We’ll introduce you to your new co-workers, and show you around to learn the layout of the department, including where supplies and shared equipment are located. (optional)
* It is essential that you check in with the Office of Human Resources which is in Showalter 314 on your first day or prior, and submit all of your new hire paperwork. Remember that they will need to see original copies of your personal identification so they can complete the federal I-9 form with you.
* Additional activities to complete during your first few days include picking up your new employee ID card (EagleCard), keys, and other needed activities to help you get started in your new position.

Again, I want to welcome you to the EWU community and \_\_\_\_\_\_\_ (Department or program name). If you have any questions, please call me or send an email if that is more convenient. I look forward to having you come on board.

Welcome to the Eagle family,

Supervisor’s Name

Supervisor’s Title

Supervisor’s Department Phone

Supervisor’s Alternate Phone (if any)

Supervisor’s EWU Email Address

Cc: Human Resources