***This template serves as a guide of the kind of information you may want to communicate to new faculty. You should tailor it to your needs and the needs of the individual faculty member. Read it carefully. Some information needs to be replaced with either your or the department information. Some paragraphs should be removed if they do not apply to the faculty member. If they do apply, be sure to remove the red text.***

Dear FACULTY NAME HERE,

Welcome to North Dakota State University and to the Department of ! We are excited to welcome you to our department. Although it is quite lengthy, this memo contains a great deal of information to help you prepare for your arrival.

You should have received an email from NDSU’s Human Resource and Payroll office that starts you off on claiming your NDSU ID and filling out employment forms. If you have not received this information, please let me know and I can try to assist you with that process. [If you are off campus, please provide the hire with information on completing part 2 of the I-9.]

I have you starting here at NDSU on DAY, DATE. Please note, our campus office hours are 8:00 a.m. to 5:00 p.m. for general building access.

If you will be driving to campus, you can purchase a parking permit [here](https://www.ndsu.edu/parking/permitsales_emp/) in advance of your arrival. Once you have purchased it, you can print out a temporary permit to use for your first day. I have attached a copy of a campus map with our building and the parking lot indicated.

**[IF NOT YET KNOWN]** Your office assignment has not been made at this time, but I will let you know when it is ready. If you have any special office furniture needs, please let me know. I will be in touch about your office and telephone.

**[IF KNOWN]** Your office will be located in [Building] room XXX, and your campus phone number is 701-231-XXXX. If you have any special office furniture needs, please let me know. I can help you with creating your voicemail when you arrive on campus. [Could include information on how to get keys or where they will be.]

**[If need Bison card for access to building]** To access our building, we utilize our Bison ID cards.

You can use your own photo and begin the process for obtaining your Bison card online, but you will need to go in person to the [Card Center](https://www.ndsu.edu/it/help/card_center/) to obtain your Bison ID card.

I would like to meet with you INFORMATION ABOUT WHEN AND WHERE to assist you with getting to know the department, supplies and other resources to get you started.

Before you arrive, I would like to get your door/desk plate, name badge, and business cards ordered for you. Please let me know your preferred name for use on each of these items. [If you have information, you can provide a proof for their review.] See [here](https://www.ndsu.edu/fileadmin/printandcopy/card_web_01.pdf) for an example of a business card.

[if lunch with employee is set up] On your first day, we would also like to have a small group of faculty meet with you for lunch. PERSON will be connecting with you to let you know what time and place to meet.

We look forward to meeting and working with you. Let me know if there is anything we can do to ease your transition to NDSU.

Best wishes,

ADMIN NAME HERE

701-231-XXXX

Admin\_email@ndsu.edu

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