

Dear **Insert Name Here**

Congratulations on joining Western Oregon University. At WOU, our mission is to create lasting opportunities for student success through transformative education and personalized support. We are delighted to have you become a member of our faculty and become a part of this mission. I'm sure you are looking forward to your arrival. In addition to being a great place to work and educate students, WOU is nestled in the beautiful Willamette Valley where great outdoor activities, food, wine, and opportunities to become involved in our state and local community abound.

Our small but growing community hosts winter holiday and July fourth festivals, excellent public libraries and schools, a vibrant summer "Concert in the Park" series and a year-round performing arts series, and is featured in bicycling and scenic tours through the state. For those who prefer a larger city, we are conveniently located near Oregon's capitol city of Salem to the northeast and the larger college town of Corvallis to the south. More information about the area can be found [here](#).

If you are moving to the area and arranged for a moving expense allowance, which is considered [taxable income](#), as part of your contract, here are some helpful links to assist you in planning for your move and tracking your expenses: your you can find more about

- [State of Oregon policies for moving expenses](#)
- [Moving expense summary sheet](#)
- [Taxable expense tracking sheet](#)

If you have not already connected with the WOU Human Resources office to initiate your hiring paperwork, you can find links to all of the relevant forms and information [here](#). Completing the hiring paperwork in a timely manner will ensure you gain your employee email and your WOU Faculty Portal, where you can access Moodle (learning management system), WolfWeb (WOU's employee and student system) and other resources including exploring and enrolling in benefits through [PEBB](#) (Public Employees Benefit Board). You will use the PEBB link in your portal to annually re-enroll in benefits during open enrollment every October. WolfWeb, which manages class enrollment and employee information, allows you to purchase passes to our state of the art [Health and Wellness Center](#) as well as parking passes, should you choose to commute to campus. For questions about moving expenses or employee benefits, please feel free to contact WOU Human Resources at 503-838-8490 or hr@wou.edu.

Faculty contracts begin on September 16 and classes begin on September 30 this year. There are a variety of professional development and other University events scheduled during that contract time prior to classes, so make sure to keep your calendar open during those dates. New faculty orientation will be held Wednesday, September 18. The President's State of the University address is scheduled for

Monday, September 16, followed by lunch - an excellent opportunity to get to know many of your new colleagues. The full calendar of professional activities and opportunities is available at the [Fall Kick-Off Week](#) site. and don't forget to check in with your division and/or department for any scheduled retreats or meetings.

During the academic year, you will find many resources to help you succeed with your teaching, scholarship and service work at the University. A handy list of contacts that support our students and faculty in a fulfilling the University mission can be found [here](#). Organizational charts for Academic Affairs, the College of Liberal Arts & Sciences, and the College of Education can be found at the [New Faculty Resources](#) webpage.

As a faculty member, you are eligible to join the Western Oregon University Federation of Teachers, our faculty union. Their website wouft.org contains information about membership, collective bargaining, the WOUFT Executive Council, stewards, the WOUFT Constitution and Bylaws, benefits, scholarship opportunities, newsletters, and more. The collective bargaining agreement between WOU and WOUFT is available at this link: [WOU-WOUFT CBA](#).

We look forward to you joining us at WOU. If you have questions prior to your arrival, please don't hesitate to contact Hilary Holman-Kidd, Academic Affairs Operations Manager at holmankh@wou.edu or 503-838-8271.

Welcome Aboard,