**Dean’s Welcome Letter Template for New Faculty**

**(Please edit items marked in green below as applicable for your college)**

Date

Faculty Name

Address

City, State, Zip

Dear Dr./Mr./Mrs. Last Name:

Welcome to the College of name of college! The mission of the College is to enter mission statement. We look forward to you joining the faculty and your future contributions to accomplish this mission. Within the College, the Department of name of department is a dynamic, supportive department in which you will find many opportunities to advance your research and to enhance your career.

The Provost’s office has sent an email to you providing instructions to complete several required employment documents using our electronic onboarding process. If you have not already completed this process, please complete electronic onboarding as soon as possible to avoid any delays in processing your employment at UNT. After you have completed the actions in the electronic onboarding portal, you will be able to access your UNT email, access Office 365 and obtain OneDrive storage. If you have not received the email regarding the electronic onboarding portal, please contact the departmental administrative assistant, Ms./Mr. name of assistant, at area code and phone number for assistance.

As indicated in your offer letter, you are expected to attend the new faculty orientation on August 16, 2017 and your college/school or departmental faculty orientations and/or required faculty meetings. Specific details will be announced and shared with you later.

You will find Denton and the North Texas region to be a wonderful place to live and work. The website [www.realtor.com/realestateandhomes-search/Denton\_TX](http://www.realtor.com/realestateandhomes-search/Denton_TX) may be useful as you begin your relocation process.

Again, welcome to the College of name of college. Please do not hesitate to contact the Dean’s office or the Department of name of department staff if we can be of assistance to you. You can also direct computing-related questions and concerns to your departmental network manager at phone number or email (*if you are uncertain who your network manager is, please see the following link:* [*http://it.unt.edu/itsupportbygroup*](http://it.unt.edu/itsupportbygroup)).

Sincerely,

Dean’s Name

Dean, College