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**MEMORANDUM**

**TO: Academic Department Heads**

**FROM:** Christine Ormsbee, Associate Provost and Director, Institute for Teaching and Learning Excellence

**SUBJECT: *New Faculty Orientation 2022 - Wes Watkins Center***

New Faculty Orientation will be held **Monday, August 15 and Tuesday, August 16, 2022**. New Faculty Orientation is for newly hired *tenure track faculty* and *full-time, non-tenure track faculty* including research, clinical, teaching, professional practice, extension, adjunct, and visiting faculty.

The purpose of the program is to acquaint new faculty members with Oklahoma State University and the programs and resources available to help new faculty support the land-grant mission. A draft agenda is attached to this message.

Please complete the **Registration form** to sign up each new faculty for the orientation program. Submit the form **no later than July 22, 2022**. If you have new faculty and those individuals are unable to join the sessions, please list those faculty on the rsvp form or by separate attachment. If there are no new faculty members in your department, please check the appropriate box prior to returning the form. We strongly encourage the attendance of your new colleagues. Department heads are invited to eat lunch with their new faculty on Monday, August 15. So that we can have an accurate head count for the lunch order, please indicate whether or not the department head will be joining the faculty for lunch on the registration form.

**Benefits eligible faculty members will have an opportunity to complete their benefits enrollment during the “Understanding Your Benefits” sessions on either Wednesday, August 17, 9:00 am – 11:00 am OR Thursday, August 18, 2:00 pm – 4:00 pm in Willard Hall 010.**

Benefits eligible employees have 30 days from their hire date to enroll in OSU benefits. Benefits eligible faculty members are OSU employees who have at least a 6-month appointment and work at least .75 time. Benefit enrollment options, forms and vendor brochures are available on the Human Resource website: [hr.okstate.edu](http://hr.okstate.edu). It would be beneficial for faculty to review the benefits packet prior to attending a Benefits Enrollment session.

bc: Jeanette Mendez  
Chris Francisco  
Christa Louthan  
Christine Ormsbee  
Rachel Shreffler  
Deans  
Instruction Council  
Department Heads