

Dear new PLU colleagues (with cc to your chairs and deans),

Although summer has only officially begun, planning for the opening of the 2021-2022 academic year is well underway. I am writing today to provide information regarding your orientation as a new member of the PLU faculty, as well as to share details about back-to-school activities you should have on your calendar. Please read this material carefully and note the university's expectation that faculty will participate in these events. If you are relocating, you should plan on arriving in the region with ample time to give your full attention to these events. If you have not already done so, please visit the [Getting Started at PLU](#) page for important information such as getting keys to your office and your PLU ID card.

Demonstrating the same spirit of care for community that we have shown throughout the pandemic, all students, faculty and staff are required to be vaccinated against COVID-19 for the 2021-2022 academic year. Please consult a calendar to ensure that you are fully vaccinated prior to your first in-person engagements for fall 2021, and no later than the first day of New Faculty Orientation on August 25. Proof of vaccination (or medical or religious/right of conscious exemption) is submitted through an online system. Please be advised that you'll need your PLU ePass to access the online form, a process that begins with obtaining your PLU ID number from Human Resources (if you have not received a PLU ID number, contact Human Resources by email at [humr@plu.edu](mailto:humr@plu.edu)). Once you have your PLU ID number, [claim your ePass](#) (doing so will also give you access to your PLU email address), and then [submit your vaccination information](#).

You can read more about our vaccination policies on our [website](#).

### **Wednesday, August 25 and Thursday, August 26: New Faculty Orientation (NFO)**

The Office of the Provost partners with the Wild Hope Center for Vocation to formally welcome new colleagues to campus through our annual New Faculty Orientation (NFO). The Wild Hope Center promotes and provides a range of opportunities to engage with, discern, and live out vocation, including our vocation as faculty. In the weeks ahead, you'll hear more about NFO from our Wild Hope colleagues: Interim Director Antonios Finitisis (Professor of Religion) and Associate Director Laree Winer.

New Faculty Orientation will take place on campus in the Anderson University Center, beginning on the morning of August 25 and concluding with a welcome luncheon for new faculty and their families the afternoon of August 26. This event focuses on successful beginnings at PLU, especially with regard to our educational mission and commitment to excellent teaching.

You can expect to hear from our Wild Hope colleagues in early August with additional schedule and registration details for New Faculty Orientation. The schedule will also be available on the [New Faculty Orientation webpage](#) later this summer. Please contact Laree Winer ([winerll@plu.edu](mailto:winerll@plu.edu)) with any questions regarding New Faculty Orientation or New Faculty Development Workshops.

### **Monday, August 30 and Tuesday, August 31: Pre-Conference Workshops**

In the days leading up to University Conference and Fall Faculty Conference, colleagues from across campus will offer workshops on various topics of interest to faculty and staff. Details will be available on the [Faculty Resources website](#) in August.

### **Wednesday, September 1 and Thursday, September 2: University Conference and Faculty Fall Conference**

University Conference and Faculty Fall Conference are key opening events each academic year. Additional details and guidance regarding these events [will be available online later this summer](#). For now, please save both dates.

### **Tuesday, September 7: Opening Convocation and First Day of Classes**

Opening Convocation is Tuesday, September 7 at 10 AM; faculty are expected to participate in this annual tradition, wearing their academic regalia (information about regalia rental will be available later in the summer). Classes for the Fall Term 2021 begin at 11:50 AM. Please mark this important date.

### **Friday, September 17: First Faculty Assembly Meeting**

PLU's faculty governance system is a critically important part of how the university does its business, and faculty governance is an integral part of PLU faculty life. During the academic year, faculty convene monthly for Faculty Assembly from 4 to 6 PM; the schedule of meetings for 2021-22 can be found [here](#). Chair of the Faculty Bridget Yaden (Professor of Hispanic Studies) announced that **Faculty Assembly will meet virtually for fall semester**. Please mark your calendar accordingly.

### **New Faculty Development Workshops (ongoing throughout the academic year)**

We take seriously the opportunity to welcome you into the university's distinctive educational mission, the faculty, and the larger university community. Thus, in addition to the initial two-day

New Faculty Orientation, the Office of the Provost and Wild Hope Center for Vocation offer faculty development workshops on topics of interest to new faculty that are scheduled throughout the year (and into the second year for continuing visitors and tenure-track faculty). You will hear more about these events and opportunities during New Faculty Orientation and [information will be posted online.](#)

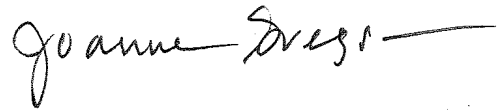
### **Syllabi Construction and Course Development**

The university does not have a university-wide template for syllabi, but we do have suggested language to include (regarding attendance, accommodating disabilities, grade disputes, and other matters). These statements are being updated to reflect emerging guidance from the Washington State Department of Health and will be posted on the provost's website no later than August 1. Because some units have additional recommended syllabi statements or course design expectations, I recommend that you check in with your Dean or Chair regarding any unit-specific components.

I'd also like to bring to your attention two of our valued colleagues who may be able to assist you as you develop syllabi and course content for PLU. PLU's instructional designer, Dr. Dana Shreaves ([dana.shreaves@plu.edu](mailto:dana.shreaves@plu.edu)), can assist with any elements of course design, helping to ensure that your learning activities and materials support your learning goals; Dana is also available to help you set up your Sakai (our learning management system) course sites before classes begin. PLU's Dean of Inclusive Excellence, Dr. Jen Smith ([smithjb@plu.edu](mailto:smithjb@plu.edu)), is our leader in supporting and developing faculty in the areas of equity and inclusion. Throughout the academic year, Jen offers workshops and other opportunities for professional development for faculty. In addition to any individual consultations you may schedule, please note that Dana, Jen and other colleagues have developed a host of workshops related to teaching during our pre-conference period (see above).

Please accept my best wishes as you prepare for the transition to Pacific Lutheran University and the Puget Sound region. If you have questions or concerns with which I might assist you, please contact me directly at [provost@plu.edu](mailto:provost@plu.edu). I look forward to seeing you in person soon!

Sincerely,

A handwritten signature in black ink that reads "Joanna Gregson" followed by a horizontal line.

Joanna Gregson, Ph.D.

Provost and Senior Vice President for Academic Affairs