



Dear Colleague:

**Welcome to the University of South Florida!** We are pleased that you will be joining us this coming academic year, and look forward to your arrival. This note is an advanced notice of a special event that will take place during the **week of August 10<sup>th</sup>**. Every year, new faculty are greeted with an orientation session that affords them a wealth of information with which to begin their careers at USF. Regrettably, in keeping with the unprecedented times that we are in, the university is compelled to provide a different experience this year by holding our orientation in a remote, on-line fashion. Nevertheless, we are going to do all that we can to make this an enjoyable and informative experience for you.

In order to best facilitate your participation, we encourage you to have your department enter your information into our employment system. This will allow you to secure an e-mail address, identification card, parking sticker, and other necessities you'll need to get started. We have encouraged departments/schools to be diligent in assisting with your onboarding.

It is especially recommended that you block off Monday, August 10, 2020 to be available for a set of presentations and meetings that will be delivered via Microsoft Teams. Instructions for downloading the Teams software will be sent at a later date. Included in that day's events are an opportunity to hear from some of the university's upper leadership team, a review of the current status of USF vis-à-vis the Covid-19 pandemic, and a university benefits presentation by our Human Resources office. Importantly, a federally-mandated training will be conducted that you must attend before classes begin so that you will understand your responsibilities under the federal regulations of Title IX, as well as the Violence Against Women Act (VAWA). It is imperative that you participate via Teams in this meeting on Monday afternoon, so please schedule accordingly.

Over the rest of the week, you will have the opportunity to hear from a variety of campus offices and vendors that provide resources for faculty, as well as attend via Teams, several teaching workshops that are designed to speed you along in getting ready for your classes.

If you are a USF Health faculty member, Wednesday, August 12, will be set aside for an orientation dedicated to members of Colleges in that unit. **NOTE:** A special session of the Title IX/VAWA training mentioned above is scheduled for you on this day, so you do not have to attend the one on Monday. Also, the branch campuses are planning special events for their faculty members who will be housed in either St. Petersburg or Sarasota-Manatee. It is likely that on Friday, August 14, the various Colleges other than those in USF Health will hold their own orientation sessions that will have even more detailed information about life in those units.

More information will follow in the coming weeks. Once a program is firmed up, you'll be receiving an RSVP invitation to indicate which of the events being offered in which you are likely to participate. For now, we wish you the very best in the coming weeks and encourage you to stay safe.

Sincerely,

A handwritten signature in black ink that reads 'M. Dwayne Smith'.

M. Dwayne Smith, Ph.D.

Senior Vice Provost & Dean, Office of Graduate Studies

**OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT**

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