Welcome to RIT/NTID

NTID New Faculty Orientation Guide

2023-24

Welcome to RIT/NTID!

We're delighted you have joined RIT/NTID, and we hope this guide will be helpful to you as you learn more about our great community.

If you have questions about RIT/NTID, a good place to start is your department chairperson and your department staff assistant.

If you need additional assistance, the Professional Development Team will gladly help!

You can find us at www.rit.edu/ntid/pd#contact-us

New Employee Orientation

RIT Faculty Career Development (FCD) hosts a **new faculty orientation** annually in August. New faculty will receive an invitation from FCD to attend.
Learn more about Faculty Orientation: www.rit.edu/newfacultyorientation.

In addition, if you have not had the opportunity to do so, please complete the virtual **New Employee Orientation** offered by RIT Talent Development/Human Resources.
This program covers essential information about the university along with the required training for all employees. A benefits orientation is offered in a separate session.
If you have not received an invitation from Talent Development/HR to attend these sessions, please email talentdevelopment@rit.edu.

Onboarding Checklists

To get started on the right track, check out these handy checklists with vital information and instructions:

https://bit.ly/NTIDnew

About NTID

History of NTID

June 8, 1965

President Lyndon B. Johnson signed a bill that became Public Law 89-36, creating the National Technical Institute for the Deaf. This bill provided for the establishment and operation of a coeducational, postsecondary institute for technical education for persons who are deaf or hard of hearing.

1967

Dr. Robert Frisina named director of NTID

1968

NTID began operations with a pilot of 70 students

1996

Dr. Robert R. Davila installed as NTID's first deaf vice president

History of NTID

1998

Dr. T. Alan Hurwitz installed as NTID's first deaf dean

2011

Dr. Gerard Buckley named president of NTID and vice president and dean of RIT

2017

Robert F. Panara, NTID's first deaf faculty member, is immortalized by the U.S. Postal Service on a stamp

2018

NTID celebrates its 50th Anniversary Reunion

Today

NTID has more than 9,300 alumni across the globe

NTID History Video

Video:
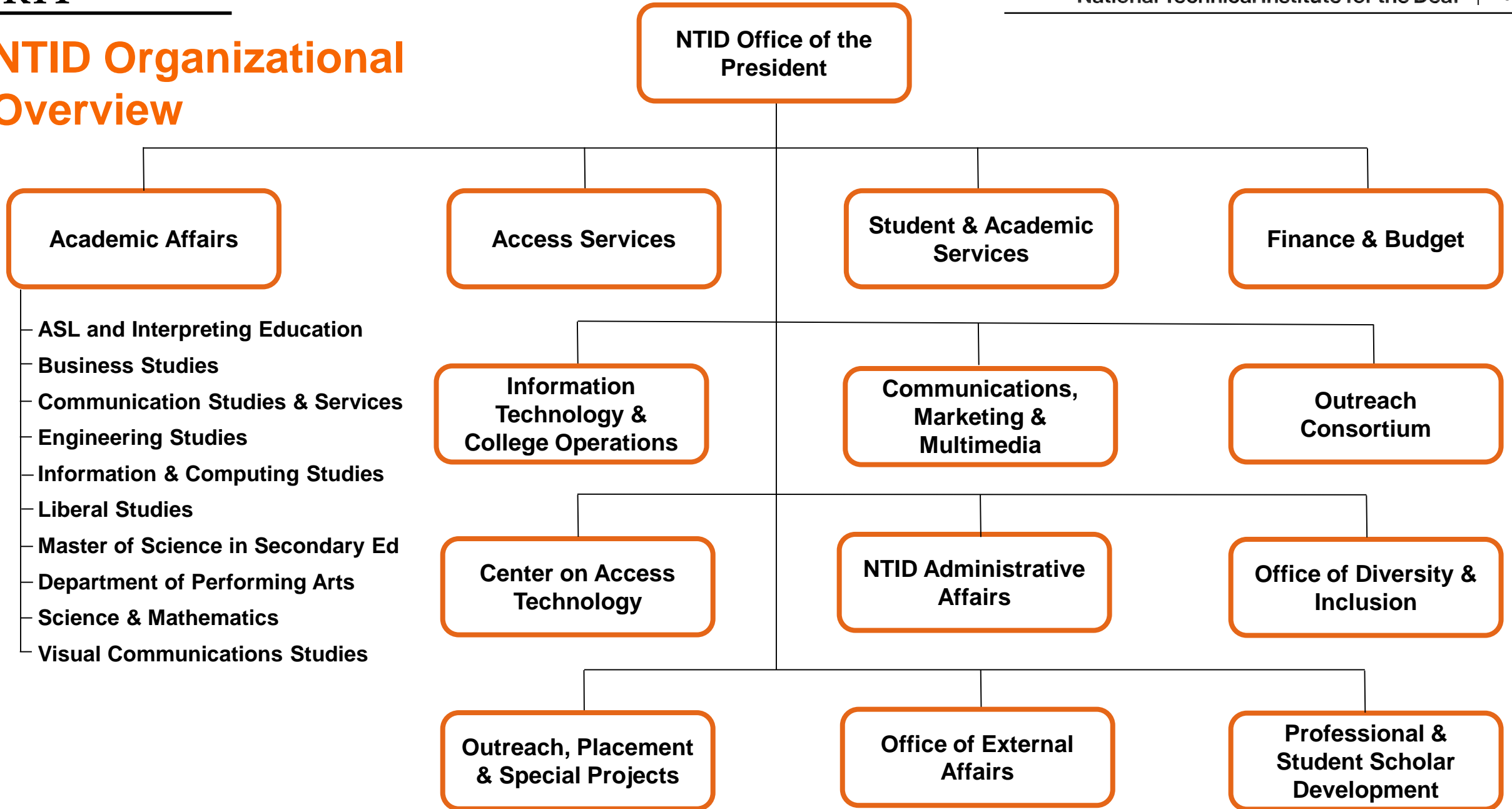https://bit.ly/NTIDHistory

RIT/NTID Organization

Dr. Gerard Buckley
NTID President and
RIT Vice President and Dean

NTID Organizational Overview

NTID Administrative Council (NAC)

The NTID Administrative Council is the senior leadership of NTID.

See the NAC at
www.rit.edu/ntid/president#administrative-council

Quick Facts

RIT

19,772
RIT students (undergraduate and graduate)

4,039
RIT faculty and staff

1,537 Faculty & Adjuncts
2,502 Staff

NTID

1,135
Deaf/hard-of-hearing students

578
NTID faculty and Staff

144 Faculty **424** Staff

- including -

135 Interpreters
60 Captionists

NTID Enrollment

Learn more about NTID:
www.rit.edu/ntid/about-ntid

NTID Annual Report:
www.rit.edu/ntid/about/media#annual-report

NTID Enrollment pie chart:
- Career Exploration Studies 2%
- Bachelor's Degree Programs 42%
- Career-Focused Associate Degree Programs 15%
- Associate + Bachelor's Degree Programs 16%
- ASL-English Interpretation Program 13%
- Graduate Degree Programs 12%
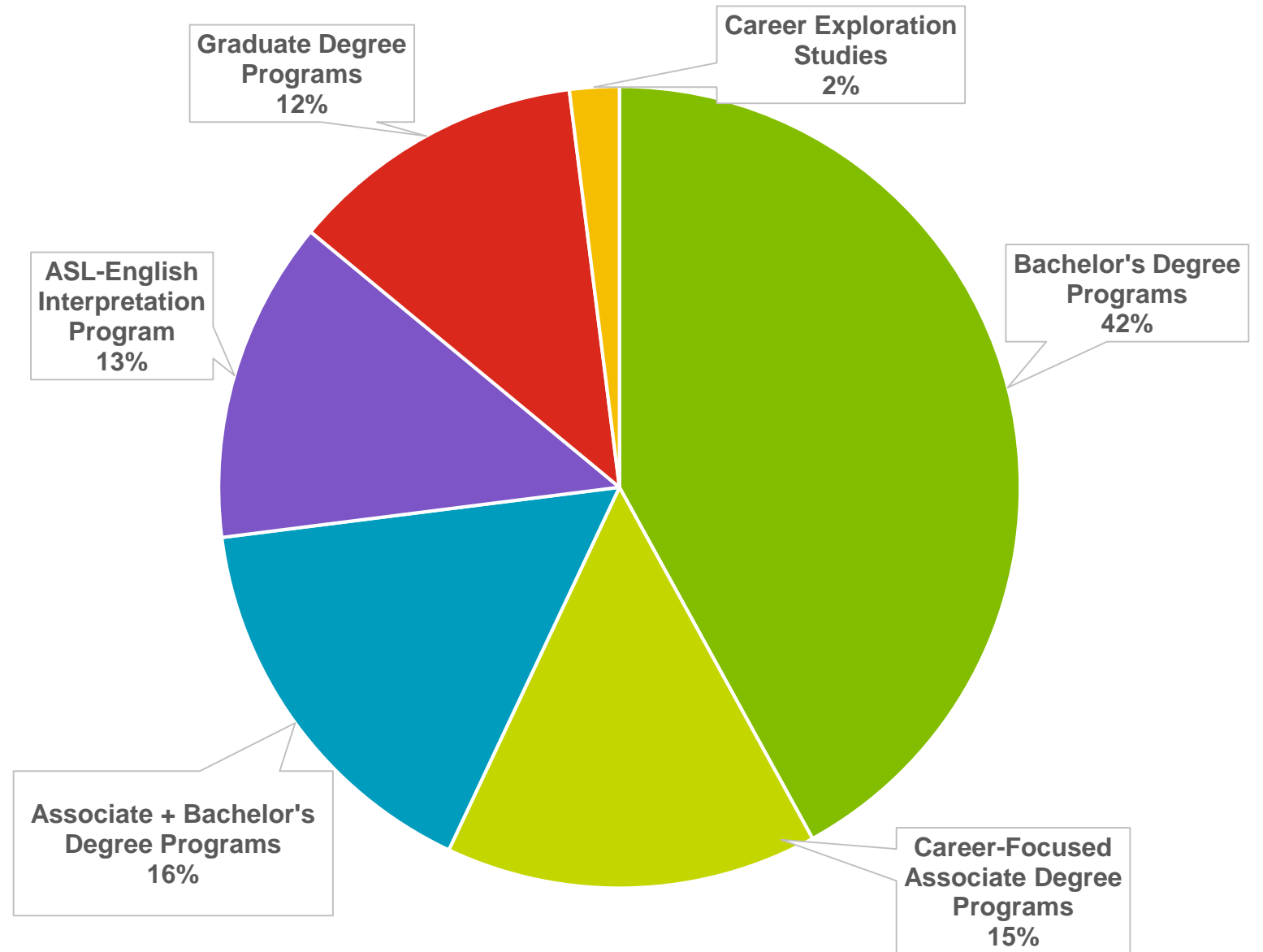
Diversity at RIT/NTID

NTID's Office of Diversity and Inclusion (ODI) and **RIT's Division of Diversity and Inclusion** work collaboratively to enhance access and success for historically underrepresented students, faculty and staff; support education and scholarship; and ensure a welcoming, inclusive, vibrant and accessible environment for **everyone**.

To learn more about ODI's diversity initiatives, see www.rit.edu/ntid/diversity# or stop by LBJ-2850.

RIT Nondiscrimination Notice

RIT's Nondiscrimination Notice can be found here: rit.edu/nondiscrimination
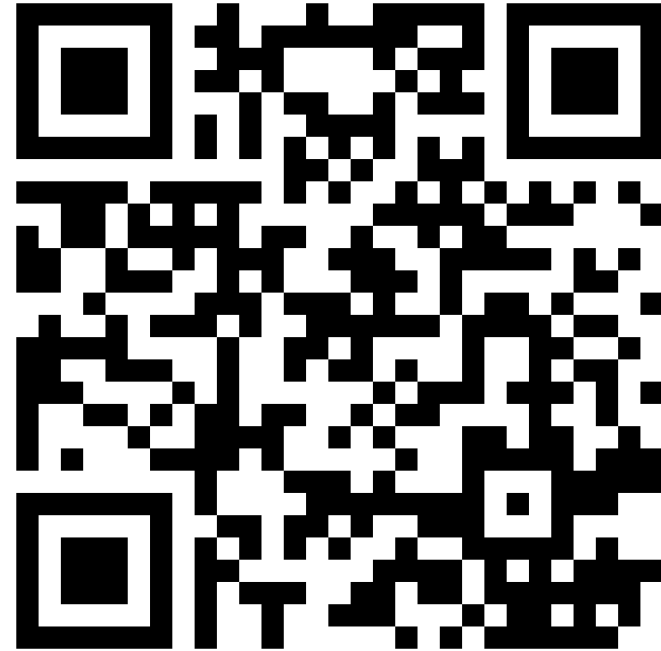
Communication and Deaf Culture

Signing in Public Spaces

All members of the NTID community are expected to demonstrate fundamental respect for the language and communication preferences and needs of one another.

To maintain open, respectful communication, support incidental learning, and maximize student learning, all faculty and staff are expected to sign in public spaces, to the best of their ability.

NTID's Position on Language, Communication and Modality*

The NTID community, (including administrators, faculty, staff, and students), remains mindful of differentiating between two languages, specifically, ASL and English, and how information is delivered through communication.

* Definitions:
   Language - English and American Sign Language
   Communication - How information is delivered
   Modality - Speech, sign language, writing

NTID's Position on Language, Communication and Modality (cont'd)

Tenets:

1. NTID acknowledges ASL as a legitimate language with its own grammatical and linguistic features using a visual and signed modality.

2. Our faculty, staff and students bring diverse communication methods, including sign language, to our educational community. NTID's diversity and inclusiveness key qualities include a bilingual and multicultural campus environment.

3. NTID recognizes itself as a bilingual institution where both ASL and English are equally respected and valued as languages of instruction and learning. Both are used in instruction and throughout NTID, and we encourage all students to continue developing their ASL and English skills.

NTID's Position on Language, Communication and Modality (cont'd)

4. The hallmark of the NTID community is recognizing, studying and using English and ASL as the languages of our bilingual educational community, with members acknowledging the varied language competencies of our students and colleagues.

5. Our institutional responsibility is to model and provide clear, effective use of both languages, ASL and English. As such, our administrators, faculty and staff bear a personal responsibility for clear language use both within the classroom and out, as well as a responsibility for ensuring understanding of and by others.

6. Faculty at NTID are responsible for ensuring that classroom communication and language use is accessible and clear to all students. NTID will continue to provide training and support to faculty to ensure that they are meeting the needs of students.

Sign Language Development and Assessment

NTID faculty and staff are required to develop and maintain the appropriate ASL proficiency for their position. NTID's **Faculty/Staff Sign Language program (FSSL)** provides sign language instruction to faculty and staff through classes, seminars, tutoring, and special group instruction. You can sign up for ASL classes at www.rit.edu/ntid/aslte/fssl.

The **NTID Sign Language Assessment and Resource Center (NSLARC)/ASLTE** administers the **Sign Language Proficiency Interview (SLPI)**, NTID's sign language assessment tool. For more information, see www.rit.edu/ntid/aslte/.

RIT American Sign Language & Deaf Studies Community Center (RADSCC)

The **RIT ASL and Deaf Studies Community Center (RADSCC)** provides a place for students, faculty, and staff to gather, interact, and learn about Deaf culture and heritage and American Sign Language (ASL). The Center is centrally located on campus and supports advocacy and education among Deaf, hard-of-hearing, and hearing colleagues.

Visit the RADSCC at www.rit.edu/ntid/radscc/.

Professional and Career Development

NTID Professional Development

NTID Professional Development (PD) offers workshops and a variety of programs to enhance the effectiveness of faculty and staff at all career stages.

Topics include Teaching, Communication, Technology, NTID Culture/Diversity, RIT/NTID Policy, Mentoring, Scholarship/Research/Grants, Leadership, and Workplace Skills/Productivity.

Learn more about NTID PD at www.rit.edu/ntid/pd.

For consultation regarding your development needs, contact **Hope Williams** (Director, NTID Professional Development), or **Dr. Todd Pagano** (Executive Director, Professional and Student Scholar Development, Professor of Chemistry)

Department of Access Services (DAS) Professional Development

In addition to NTID's Professional Development Program (NTID PD) offerings, the **Department of Access Services** has a professional development and training program specifically for access service providers.

If you are a member of DAS, the DAS Professional Development Team will inform you of your opportunities for orientation, training, and development.

RIT Faculty Career Development – Office of the Provost

RIT Faculty Career Development supports areas that are critical for the professional development and career success for all RIT faculty. FCD provides:

- New Faculty Orientation for all RIT faculty
- Faculty Success Series: Series of programs to enhance scholarship and teaching
- Resources such as faculty newsletters, free subscriptions, articles and presentations, program reports
- Opportunities to network and collaborate
- Faculty Writing Groups
- Faculty mentoring
- Membership to the National Center for Faculty Development and Diversity (NCFDD) …

… and more!

See www.rit.edu/provost/faculty-career-development

Talent Roadmap: Your Resource for On-going Professional Development

Talent Roadmap is RIT's online home for professional development courses, workshops, and online tutorials. You can enhance your professional and technical skills at any time by accessing the extensive catalog of thousands of LinkedIn Learning tutorials on technology, software, graphic design, business skills, and more. To get started, visit www.rit.edu/talentdevelopment/talent-roadmap.

Talent Roadmap allows you to download attendance transcripts and certificates for the courses you take.

Teaching and Learning

Continuity of Instruction (Academic Continuity)

In the event of an emergency that disrupts campus operations, it is important to have a plan in place to ensure the continuity of instruction (COI). Extreme weather, power outages, public health crises, or other emergencies can unexpectedly interrupt university operations**. All faculty should have a plan in place to provide remote instruction and communicate with students. This plan should be incorporated in your course syllabi**.

The Provost's Office annually emails COI reminders and guidelines. The Center for Teaching and Learning has resources to help you create a plan:
www.rit.edu/academicaffairs/tls/course-design/teaching-elements/continuity-instruction

Syllabus

The syllabus provides your students with an overview of your course. It sets the tone for the course and communicates the standards, expectations, and learning outcomes. The Center for Teaching and Learning (CTL) has resources to help you develop a learner-centered syllabus to help your students succeed in the course. CTL's website includes the RIT syllabus policies, tips for developing your syllabus, and syllabus examples:

- **RIT Syllabus Policies**: www.rit.edu/academicaffairs/tls/course-design/syllabus-design/rit-policies
- **Syllabus Design Info**: www.rit.edu/academicaffairs/tls/course-design/syllabus-design/syllabus-design-info

Textbook Adoption – Akademos and RIT Textbookx

The **Akademos Adoption & Analytics Portal** within RIT's online bookstore streamlines the process of adopting textbooks and course materials. Using this portal, faculty view the courses they will be teaching, select the materials they want to use, and see the students' costs: https://rit.textbookx.com/institutional/login.php

Help videos walk through some of the options available
https://bit.ly/AkademosRIT

Students purchase their textbooks directly through RIT Textbookx https://rit.textbookx.com/institutional/index.php
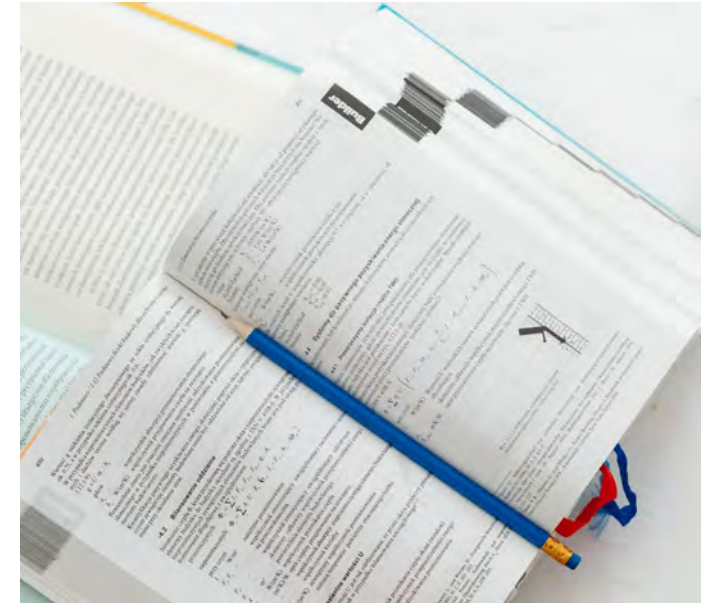
myCourses – RIT's Learning Management System

RIT uses the **myCourses** learning management system. myCourses includes methods for posting content, grading, and interacting with your students. Course materials should be made available in myCourses prior to the start of classes.

For myCourses training and tutorials, see
wiki.rit.edu/display/myCoursesHR/Home.

Student Information System (SIS)

The **Student Information System** is a one-stop shop for accessing class schedules and class rosters; and it is where you will post student grades.

All RIT instructors have access to the Faculty Center, a portal within the Student Information System.

For SIS training tutorials, see www.rit.edu/sistraining/faculty-training-materials.

Academic Alerts - Starfish Early Alert System

Starfish is an academic alert system that allows you to communicate performance concerns directly with a student, such as attendance/participation concerns or issues relating to academic progress. Starfish can also be used to communicate progress and improvement.

Starfish: https://wiki.rit.edu/display/earlyalert/Instructors.

Mid-Course Feedback

Mid-Course Feedback (MCF) is an evaluation strategy that can lead to more meaningful, mutually satisfying, and potentially higher end-of-term student ratings. MCF enables instructors to improve their teaching effectiveness and student satisfaction in a timely manner, impacting a course while it is still in progress.

Departments at NTID and individual faculty/staff can decide to participate in mid-course evaluation via the SRATE/SmartEvals system, or by using Qualtrics surveys. See the MCF site at www.rit.edu/ntid/president/academic-affairs#mid-course-feedback-mcf.

Library Resources

NTID's Librarian, Dr. Joan Naturale, provides consultation and instruction on library resources (collections, databases, journals, books, etc.), the Deaf Studies Archive, and all your research needs.

Joan also provides library instruction for any class assignment. To see Joan's profile or make an appointment, go to library.rit.edu/staff.

Watch the **NTID Librarian Support Videos** to learn how to access and use library resources and databases:
www.youtube.com/playlist?list=PL9AVA9M35m5u7TXBn3v9J9M04jRQpZkRb

Topics include:
- Library account set up
- Finding e-books, articles, and Deaf e-Journals
- Citation guides and avoiding plagiarism

NTID Online Learning Support and NTID Learning Center (NLC)

Online Learning Support for NTID Faculty/Staff

Support is available for the development of high-quality, accessible online learning materials and experiences. For resources, assistance, and an **Online Learning Handbook**, see **NTID Online**: www.rit.edu/ntid/online/

NTID Learning Center (NLC)

The **NTID Learning Center (NLC)** supports students' academic needs by providing computer workstations, video labs, study spaces, and more. English and Math tutoring are also available: www.rit.edu/ntid/nlc

RIT Center for Teaching and Learning (CTL)

CTL provides faculty with trainings and events, 1:1 consultations, and support on technology for teaching, syllabus development, and course quality review.

Supported instructional technologies include:

- Learning Management Systems (myCourses, Ally, Turnitin, Respondus)
- Web Conferencing and Video Creation (Zoom, Panopto, Camtasia)
- Other academic technologies (Qualtrics, iClicker)

For more on CTL's services, see www.rit.edu/teaching/

Research and Scholarship

Office of the Associate Dean for Research (OADR)

NTID OADR provides assistance with identifying funding opportunities and developing proposals. OADR also sponsors:

- ***PI (Principal Investigators) PRIME TIME*** workshop series - for faculty who seek grants or want to improve their grant management skills
- **Scholarship Portfolio Development Initiative (SPDI)** - a program that provides seed funding for early-career faculty

For more information, contact Laurie Furibondo, (Sr. Director for Research Development), lafsrs@rit.edu.

Student Research at NTID

NTID-supported students are encouraged to engage in faculty-led research. Resources available to students include:

- Student Research Microgrants
- Summer Undergraduate Research Fellows (SURFs)
- Student Conference Travel

To learn how you can involve your students in research, see **NTID Student Research** at www.rit.edu/ntid/student-researchers or contact Dr. Todd Pagano at tepnts@rit.edu.

Services

Access Services

RIT has the largest staff of professional sign language interpreters in all of higher education.

NTID's **Department of Access Services (DAS)** employs more than 200 interpreters, captionists, and notetakers who provide support for classes, non-academic programs, and special events.

To request access services, go to myaccess.rit.edu.

RIT Disability Services Office

RIT's Disability Services Office facilitates accommodations for faculty, staff, and students with disabilities or special needs. Any RIT student with a permanent or temporary disability can request accommodations.

Visit the DSO website to learn more about accommodations or to request a workshop or training: www.rit.edu/disabilityservices/.

Red Folder Program

The Red Folder Program helps faculty and staff identify and support students in distress. Indicators such as academic changes, psychological issues, physical changes, and behaviors that pose a safety risk are some of the warning signs.

Consult the Red Folder for resources and suggestions on what to do—and what not to do—if trouble with a student is detected.

Photo by A. Sue Weisler

- About the Red Folder program:
  www.rit.edu/news/red-folder-program-aims-identify-help-students-distress
- View the Red Folder resource:
  www.rit.edu/sites/rit.edu/files/docs/SA_RedFolder_022321.pdf

Counseling and Academic Advising Services

NTID academic advisors provide personal, social, career, and academic counseling services. Each RIT/NTID student has a counselor/academic advisor assigned to work with them.

Learn about the services available at
www.rit.edu/ntid/caas.

Mental Health and Wellness Resources

RIT is highly committed to supporting the mental health of faculty, staff, and students. Resources for counseling and wellness include:

- **Employee Assistance Program (EAP)**
www.rit.edu/fa/humanresources/policies/procedures/eap.html

- **Better Me Employee Wellness**
www.rit.edu/betterme/

- **Substance and Addiction Intervention Services for the Deaf (SAISD)** www.rit.edu/saisd

Policies & Shared Governance

Policies

RIT University Policies

The **University Policies** website is the central location for accessing university-level policies: www.rit.edu/academicaffairs/policiesmanual/

Among the numerous policies, it is important to familiarize yourself with the following:

- **Grades Policy** – Policy (D05.0): www.rit.edu/academicaffairs/policiesmanual/d050

- **Academic Probation and Suspension** - Policy D05.1 (Academic Actions and Recognition) www.rit.edu/academicaffairs/policiesmanual/d051

- **Student Conduct Process** - Policy D18.0: www.rit.edu/academicaffairs/policiesmanual/d180

Policies

NTID Academic Affairs

In addition to being governed by RIT's university-wide policies, NTID faculty are required to adhere to the policies and procedures established within NTID Academic Affairs.

Areas under Academic Affairs' purview include:

- College policies, including promotion, tenure, and faculty performance review
- Curriculum actions
- Student Learning Outcomes Assessment
- Student Ratings (Student Ratings of Teaching Effectiveness (SRATE) and Services Rating System (SRS)
- Course scheduling and degree certification

To learn more about NTID policies and procedures, visit
www.rit.edu/ntid/president/academic-affairs#college-policies-and-guidelines

Shared Governance

Shared governance is vital to RIT's success. By bringing forth issues of importance, these groups impact the university's decision-making process:

- Academic Senate
- NTID Faculty Congress
- Student Government
- University Council
- Staff Council

Learn more about Shared Governance at www.rit.edu/shared-governance.

Good to Know

What to Ask Your Department Chair About

- Faculty workload and expectations

- Department procedures

- Annual appraisal / plans of work (POWs)

- RIT/NTID policies (grading, etc.)

- Preparing for tenure and promotion

- Continuity of Instruction

What to Ask Your Staff Assistant About

- General department procedures

- Department meeting schedule

- Building/room access, security procedures

- Mail services

- Computing services – NTID Service Desk

- Phone/Video Phone set up

- Budget, purchasing, and travel policies and procedures

RIT Faculty/Staff Photo Directory

- All NTID faculty and staff are encouraged to have their picture taken for the online RIT Directory.

- Watch for the general email announcement in September. If you miss NTID's photoshoot, submit a photoshoot request at https://www.rit.edu/ntid/cmms/photo-request.

- To see the **RIT Faculty/Staff Directory**, go to: www.rit.edu/directory.

Campus Maps and Building Info

- **Campus Maps & Building information**
www.rit.edu/fa/facilities/content/campus-building-information

- **Buildings and Floor Plans**
www.rit.edu/facilitiesmanagement/buildings-maps
#buildings-and-floor-plans

- **Printable Maps and Plans**
www.rit.edu/facilitiesmanagement/buildings-maps
#printable-maps-and-plans

- **RIT Tunnel Maps** (requires RIT log in)
www.rit.edu/fa/facilities/content/rit-restricted-access-maps

Dining Services

RIT has many dining facilities ranging from coffee shops and convenience stores to cafeterias. Many Dining Services locations are going cashless, with kiosks available nearby to load funds onto your ID card.

For **Dining Services hours, maps, and locations**, see www.rit.edu/fa/diningservices/

RIT also has its own fully-operational restaurant where students in the Saunders College of Business hospitality programs put into practice all aspects of restaurant and event operations and management. Find out more about **Henry's** at www.rit.edu/facilities/henrys-restaurant.

Resources for Working Families

RIT is a great place for working families! NTID's Working Families Committee has compiled information about the many benefits in human resources, childcare and more on its website: www.ntid.rit.edu/working-families.

Helpful Websites to Bookmark

- **RIT Academic Calendar** rit.edu/calendar

- **ASL Learning Resources** www.rit.edu/ntid/aslte2/home/resources/building-asl-skills-and-knowledge

- **RIT Libraries – Research and Instruction Services Faculty Orientation** library.rit.edu/tutorials/NFO2020/NFO2020_player.html

- **Common RIT Acronyms** www.rit.edu/newfacultyorientation/common-rit-acronyms

- **RIT Campus Directory** www.rit.edu/directory

- **RIT Events Calendar** events.rit.edu

Have a great year! Go Tigers!