CHECKLISTS FOR YOUR FIRST YEAR AT RIT

Being a new faculty member (or faculty member moving to a different rank) can be a bit of a roller coaster ride. First, the elation and excitement—sharing and celebrating with family and friends—imagining new opportunities! This exhilaration may be followed by anxiety, nervousness about new responsibilities and colleagues, and managing your work/life balance. This important transition does not have to be full of tension and anxiety. With the right strategies and support, stepping into your new role can be energizing and enjoyable. These checklists have been designed to help you get your career off to a great start!

PRIOR TO ARRIVAL

☐ Register for New Faculty Orientation (NFO). Click here to register.
☐ Visit the RIT web site at http://rit.edu
☐ Contact your department chair/unit head with arrival date and set a time to meet.
☐ Meet your department’s staff assistant(s); s/he will be a key contact and great source of information.
☐ Explore a campus map to familiarize yourself with the community and parking. Click here to register.
☐ Your temporary parking pass and information is in your benefit packet from HR, or contact parking@rit.edu
☐ Familiarize yourself with the Rochester community if you are new to the area https://www.rit.edu/rochester-ny
☐ Browse the RIT Policy website - https://www.rit.edu/academicaffairs/policiesmanual/
☐ Notify benefits@rit.edu and Anne.Marie.Canale@rit.edu if you have a new mailing address OR email address.

UPON ARRIVAL

☐ Attend New Faculty Orientation (NFO)
☐ Have your professional photo taken at NFO.

If not already done:

☐ Complete your I-9 Form
☐ Obtain your RIT Identification card. See: https://www.rit.edu/academicaffairs/registrar/id-photo
☐ Register your vehicle for on-campus parking - https://www.rit.edu/fa/parking/parking
☐ Obtain your RIT user ID and password to access email and campus networks
☐ Register your computers/phones with ITS (iPad, laptop, etc. for accessing wireless). See https://www.rit.edu/its/help-support/getting-started/faculty-staff
☐ Attend RIT's New Employee Orientation (this is not the same as New Faculty Orientation). Fall semester dates are available here: [https://www.rit.edu/fa/cpd/orientation/newemployee](https://www.rit.edu/fa/cpd/orientation/newemployee). The Center for Professional Development will reach out to you upon hire to register you for the next available session. Participate in the required RIT Compliance and Conflict of Interest Training. See [Compliance and Ethics](#).

☐ Become familiar with RIT's Compliance & Ethics Policies: [https://www.rit.edu/fa/compliance/](https://www.rit.edu/fa/compliance/)

☐ Become familiar with Title IX Policies: [https://www.rit.edu/fa/compliance/content/rittitledx](https://www.rit.edu/fa/compliance/content/rittitledx)

☐ Discover workshops and trainings to assist with effective teaching, technology and classroom setup. See [https://wallacecenter.rit.edu/events/](https://wallacecenter.rit.edu/events/)

☐ Start a "kudos" file for yourself to keep positive notes from students, colleagues, peers, and department heads.

### WITHIN YOUR FIRST SIX MONTHS

☐ Create a “Plan of Work” with your department chair/unit head around your teaching, scholarship and service (differs depending on rank).

☐ Plan your research agenda.

☐ Depending on your department’s mentoring policies, meet with your assigned mentor

☐ Learn about the Faculty Mentoring @ RIT opportunities, and start building your mentoring network on campus: [http://bit.ly/FacultyMentoring](http://bit.ly/FacultyMentoring)


☐ Explore the resources available to you from:
  - Innovative Learning Institute [http://rit.edu/ili](http://rit.edu/ili)
  - Sponsored Research Services [http://rit.edu/srs](http://rit.edu/srs)

☐ Connect with your library liaison [http://library.rit.edu/research/meet-your-librarian](http://library.rit.edu/research/meet-your-librarian)

### WITHIN THE FIRST YEAR

☐ Evaluate annual milestones for goals established for your Plan of Work

☐ Set goals for the next academic year for your Plan of Work

☐ Attend faculty opportunities designed just for you: [http://bit.ly/Faculty-Success-Series](http://bit.ly/Faculty-Success-Series)

☐ Evaluate mentoring roles and benefits of relationship

☐ Maintain a healthy work/life balance.

### CONCLUSION OF YOUR FIRST YEAR

☐ Congratulate yourself on a job well done!

☐ Reflect on your first year and see your department chair if concerns around your roles in:
  - Teaching - Take a look at your teaching evaluations. Not what you expected? Don't beat yourself up over them—it’s your first year and there are many resources here at RIT to help! Consider what you might do next year to improve – and seek support and guidance from all across Campus.
  - Scholarship
  - Service
☐ Consider how you have balanced your work and life responsibilities this year. Does something need to be adjusted? If so, consider the many resources RIT provides to you as a faculty member.

☐ Revisit your "kudos file" for positive reinforcement.

☐ Plan your summer vacation!