Welcome NTID Adjunct Faculty!

RIT | National Technical Institute for the Deaf
Professional Development
# Table of Contents

Welcome! .................................................................................................................................. 1  
New Employee Orientation and Onboarding ........................................................................ 1  
RIT Ready - COVID-19 Information ..................................................................................... 1  
Structure of NTID .................................................................................................................. 2  
The History of NTID ............................................................................................................... 2  
About NTID ............................................................................................................................ 2  
  NTID’s Mission Statement ................................................................................................. 2  
  NTID’s Role within RIT ..................................................................................................... 2  
Enrollment ............................................................................................................................... 3  
Degree Programs ................................................................................................................... 3  
Faculty/Staff .......................................................................................................................... 4  
RIT/NTID Organizational Structure .................................................................................. 5  
Who’s Who at NTID ............................................................................................................ 7  
  NTID Administrative Council .......................................................................................... 7  
  NTID President’s Office and Academic Affairs Support Staff ........................................ 9  
  NTID Department Heads and Assistants ......................................................................... 10  
Professional and Career Development .............................................................................. 12  
  NTID Professional Development Program .................................................................... 12  
  Mandatory Compliance Training .................................................................................. 12  
  RIT Faculty Career Development - RIT Office of the Provost .................................... 13  
  RIT Talent Roadmap and LinkedIn Learning ............................................................... 13  
Policies .................................................................................................................................. 14  
  University Policies ......................................................................................................... 14  
  NTID Academic Affairs and Policies ............................................................................ 14  
Communication and Deaf Culture ....................................................................................... 15  
  Signing in Public Spaces and NTID’s Position on Language, Communication and Modality 15  
  Sign Language Development and Assessment ................................................................. 16  
  RIT American Sign Language & Deaf Studies Community Center (RADSCC) .............. 16
Welcome!

Welcome to NTID! We hope this guide will provide you with helpful information to help you get started on your journey at RIT.

If you have questions about the RIT/NTID community, a good place to start is your department chair or your department staff assistant.

If you need additional help, the Professional Development Team will gladly assist. We are here to support your career success and we wish you well as you navigate through our great university!

Contact us at www.ntid.rit.edu/pd/contact.

New Employee Orientation and Onboarding

New Employee Orientation
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. Also, a benefits orientation is offered in a separate session. If you have not received an invitation from Talent Development or HR to attend, please email talentdevelopment@rit.edu.

Onboarding Checklists
Human Resources and Faculty Career Development have created handy checklists with vital information to ensure you get started on the right track. The checklists include essential resources such as HR/payroll forms, instructions on how to get your ID card, and information about parking. See Attachment A for a copy of the Getting Started at RIT checklist.

RIT Ready - COVID-19 Information
For the latest updates on RIT’s COVID-19 alert level and COVID-19 requirements, resources, and communications, see the RIT Ready site at rit.edu/ready. There you will also find RIT’s COVID-19 Dashboard with pandemic data related to the campus.
Structure of NTID

The History of NTID
On 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.

Three years later, NTID began operations with a pilot group of 70 students. Since its establishment, NTID has graduated more than 9,300 deaf and hard-of-hearing students who have successfully contributed to the economy and the communities in which they live.

For more information about NTID’s history,

- See the video at youtu.be/1lbaSIEJ24g  
  Dr. D. Robert Frisina - 2011 RIT Innovation Hall of Fame
- Visit www.ntid.rit.edu/history

About NTID

NTID’s Mission Statement
The primary mission of the National Technical Institute for the Deaf is to provide deaf and hard-of-hearing students with outstanding state-of-the-art technical and professional education programs, complemented by a strong arts and sciences curriculum that prepare them to live and work in the mainstream of a rapidly changing global community and enhance their lifelong learning.

Secondarily, NTID prepares professionals to work in fields related to deafness; undertakes a program of applied research designed to enhance the social, economic and educational accommodation of deaf people; and shares its knowledge and expertise through outreach and other information dissemination programs.

NTID’s Role within RIT
NTID is one of the nine colleges of Rochester Institute of Technology, a leading career-oriented, technological university recognized by U.S. News & World Report as one of America’s “most innovative schools (2021)” and by The Princeton Review as one of the “Colleges That Create Futures: 50 Schools That Launch Careers by Going Beyond the Classroom.” For more on RIT’s recognitions, see: www.rit.edu/overview/rankings-and-recognition.
Enrollment
More than 1,100 students were enrolled in NTID as of fall 2020. These students study and reside on a campus that includes approximately 19,000 students at the undergraduate and graduate levels:

![Enrollment Chart]

To get a current snapshot of NTID, visit NTID by the Numbers: [www.ntid.rit.edu/numbers](http://www.ntid.rit.edu/numbers).

Degree Programs
Students enrolled at NTID can earn associate degrees in 20 accredited programs. Qualified deaf and hard-of-hearing students also can earn bachelor's or master's degrees in more than 200 programs offered by RIT's colleges and degree-granting units:

**Colleges:**
- College of Art and Design
- Saunders College of Business
- Golisano College of Computing and Information Sciences
- Kate Gleason College of Engineering
- College of Engineering Technology
- College of Health Sciences and Technology
- College of Liberal Arts
- NTID
- College of Science

**Degree-granting Units:**
- Golisano Institute for Sustainability
- School of Individualized Study

To learn more about NTID, visit:
- About NTID: [www.rit.edu/ntid/about-ntid](http://www.rit.edu/ntid/about-ntid)
- NTID Annual Report: [www.rit.edu/ntid/about/media#annual-report](http://www.rit.edu/ntid/about/media#annual-report)
Faculty/Staff
More than 4,000 faculty and staff work for the RIT university:

<table>
<thead>
<tr>
<th>Faculty and Staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Faculty</td>
<td>1,074</td>
</tr>
<tr>
<td>Part-time Faculty</td>
<td>22</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>353</td>
</tr>
<tr>
<td>Staff</td>
<td>2,593</td>
</tr>
<tr>
<td><strong>Fall 2020 Total</strong></td>
<td><strong>4,042</strong></td>
</tr>
</tbody>
</table>

*Figure 1 RIT Faculty and Staff from [https://www.rit.edu/about-rit](https://www.rit.edu/about-rit)*

NTID has more than 570 faculty and staff:

*Figure 2 NTID Faculty and Staff from [https://www.ntid.rit.edu/numbers/](https://www.ntid.rit.edu/numbers/)*
RIT/NTID Organizational Structure

NTID’s Office of the President reports directly to the RIT president.

RIT President
David Munson

Office of the President Chief of Staff
Karen Barrows

NTID Office of the President-RIT VP/Dean
Gerard Buckley

VP Finance & Administration
James Watters
Office of the Provost & Sr. VP Academic Affairs
Ellen Granberg

VP & Secretary
Lisa Cauda

VP Student Affairs
Sandra Johnson

VP Enrollment Management
Ian Mortimer

VP for Research
Ryne Raffaele

VP & Assoc. Provost-Diversity & Inclusion
Keith Jenkins

VP Marketing & Communications
John Trierweiler

Ombuds Office
Joseph Johnston

Government & Community Relations
Vanessa Herman

VP for University Advancement
Phillip Castleberry
NTID has nine major units, and there are 10 departments within NTID Academic Affairs.

University Organizational Charts are available at rit.edu/fa/humanresources/content/university-organizational-charts
Who’s Who at NTID

NTID Administrative Council
The Administrative Council is the senior leadership of NTID:

Gerard Buckley
President NTID/Vice President and Dean RIT

Gary Behm
Associate Vice President for Academic Affairs

Bernard Hurwitz
Associate Vice President for NTID Administration

Alesia Allen
Assistant Vice President for NTID Diversity and Inclusion

Kathryn Schmitz
Senior Associate Dean

Mary Karol Matchett
Assistant Vice President for Student and Academic Services

Pamela Carmichael
Assistant Vice President of Communications, Marketing and Multimedia Services

Erwin Smith
Assistant Vice President IT and College Operations NTID
For more information about NTID’s administration, visit www.ntid.rit.edu/president/administration.
NTID President’s Office and Academic Affairs Support Staff

Recca Karras
Senior Staff Specialist
Academic Affairs

Firoza Kavanagh
Senior Staff Specialist
Academic Affairs

Sydney Long
Assistant to the Associate
Vice President
Academic Affairs

Nancy Popolizio
Senior Staff Specialist
NTID Office of the
President
NTID Department Heads and Assistants

American Sign Language and Interpreting Education (ASLIE)
Keith Cagle
Chair
Breana Chandler
Staff Assistant

Business Studies
Mark Pfuntner
Chair
Chanda Duncan
Sr. Staff Assistant

Communication Studies and Services
Amanda Piccoli
Chair
Barbara Sinclair
Sr. Staff Assistant
Melisa Loysen
Sr. Staff Specialist

Engineering Studies
Karen Beiter
Interim Chair
Doris Gross
Sr. Staff Assistant

Information & Computing Studies
Brian Trager
Chair
TBD
Sr. Staff Assistant
Professional and Career Development

NTID Professional Development Program
NTID Professional Development (PD) offers workshops and other programs to enhance the effectiveness of faculty and staff at all career stages. Program 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 or Todd Pagano.

To see what’s happening on campus, check out the RIT Event Calendar: events.rit.edu.

Workshops - Archive and Materials
Materials and videos from past NTID PD workshops are posted on the PD Workshop page: www.rit.edu/ntid/pd#workshops.

Mandatory Compliance Training
All RIT faculty and staff are required to complete two online courses on an annual basis: Cybersecurity Fundamentals and Discrimination and Harassment (Including Title IX). The Office of Compliance & Ethics assigns these courses to all employees through the RIT Talent Roadmap system. You will receive email notifications when the deadline is approaching.

In addition, some departments require specialized training, such as the Lab Safety Training course. Your department chair will inform you of any special requirements.
RIT Faculty Career Development - RIT Office of the Provost
RIT Faculty Career Development (FCD) supports areas that are critical for the professional development and career success for all RIT faculty. Their offerings include:

- New Faculty Orientation for all RIT faculty
- Resources such as faculty newsletters, free subscriptions, articles and presentations, program reports.
- Series of programs to enhance scholarship and teaching
- Opportunities to network and collaborate
- Faculty Writing Groups
- Faculty Mentoring
- Membership to the National Center for Faculty Development and Diversity (NCFDD)
- Academic Leadership Development
- Faculty Associates Program
- Information for Adjunct Faculty

See the FCD website at [www.rit.edu/provost/faculty-career-development](http://www.rit.edu/provost/faculty-career-development) and the schedule of upcoming workshops and training for faculty at [wallacecenter.rit.edu/events](http://wallacecenter.rit.edu/events).

Contact the FCD Consultants for more information:

Cheryl Herdklotz  
Sr. Faculty Career Development Consultant

Anne Marie Canale  
Faculty Career Development Consultant

RIT Talent Roadmap and LinkedIn Learning

Talent Roadmap is RIT’s online home for professional development courses, workshops and online tutorials. You can enhance your technical and professional skills at any time by accessing the extensive catalog of thousands of LinkedIn Learning tutorials on technology, software, graphic design, business skills, and more: [www.rit.edu/talentdevelopment/talent-roadmap](http://www.rit.edu/talentdevelopment/talent-roadmap).
Policies

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 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

NTID Academic Affairs and Policies
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
- College committees
- 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.
Communication and Deaf Culture

Signing in Public Spaces and NTID’s Position on Language, Communication and Modality

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.

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.
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.

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

NTID Administrative Council, March 2018
Sign Language Development and Assessment
NTID faculty and staff are required to develop and maintain ASL proficiency. NTID’s Faculty/Staff Sign Language program (FSSL) provides sign language instruction to faculty and staff throughout the university through classes, seminars, tutoring, and special group instruction. You can sign up for ASL classes at www.rit.edu/ntid/aslte/fssl.

The ASL Training and Evaluation (ASLTE) department 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)
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, as well as 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/radsccc/.
Teaching and Learning

Academic Calendar
A chart of current and future RIT Academic Calendars can be found at: www.rit.edu/calendar/future-chart.

RIT Teaching and Learning Services and Faculty Technology Support
RIT Teaching and Learning Services provides faculty with support, consultation, and training on course design, development, and delivery. TLS can help you with RIT-supported academic technologies, such as:

- myCourses LMS
- Self-created Video
- Synchronous Meetings
- G Suite for Education (Google Apps)
- Slack (Enterprise Grid)

See the Teaching and Learning Services site at www.rit.edu/academicaffairs/tls/.

myCourses - University 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.

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

- TLS Syllabus Design Info: www.rit.edu/academicaffairs/tls/course-design/syllabus-design/syllabus-design-info
- RIT Syllabus Policies: www.rit.edu/academicaffairs/tls/course-design/syllabus-design/rit-policies
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. Extreme weather, power outages, or as we have learned recently—a global pandemic—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.

To facilitate RIT’s commitment to continuity of instruction (COI), the Teaching and Learning Services department has resources to help faculty create a plan:

www.rit.edu/academicaffairs/tls/course-design/teaching-elements/continuity-instruction

NTID Learning Center and Online Learning Support for NTID

NTID Learning Center
The NTID Learning Center (NLC) supports students with their academic needs. The NLC provides students with computer workstations, printers, video labs, and laptop/study spaces. English and Math Tutoring is available in-person and online.

Online Learning Support for NTID Faculty/Staff
Linda Bryant is the director of NTID Online Learning and the NTID Learning Consortium. As NTID’s College Course Advancement Team (College CATs) representative, Linda can support you in the development of high-quality, accessible instructional materials for any teaching modality. This includes incorporating immersive class activities into your courses. Linda also can also guide you to resources and trainings.

Contact Linda at lmbnca@rit.edu.

Linda Bryant
Director, NTID Online Learning and NLC

Jim Dolan
Staff Assistant
NLC
Library Resources
Joan Naturale provides consultation and instruction on library resources (collections, databases, journals, books, etc.), the Deaf Studies Archive and all your research needs. She also provides library instruction for any class assignment. To see Joan's profile or make an appointment, go to library.rit.edu/staff.

Joan has prepared a video series in which she demonstrates how to access and use library resources and databases. Topics include: library account set up; finding e-books, articles, and Deaf e-Journals; Google Scholar and interlibrary loan; and avoiding plagiarism.

Watch the series NTID Librarian Support Videos at https://www.rit.edu/ntid/pd#workshops.

Counseling and Academic Advising Services
NTID counselors/academic advisors provide personal, social, career and academic counseling services to all deaf and hard-of-hearing students at RIT. Every RIT/NTID student has a counselor/academic advisor assigned to work with them. Advisors provide career assessment and referral recommendations for academic and learning needs; physical and mental health concerns; and financial issues. Learn about CAAS at www.rit.edu/ntid/caas.

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

wiki.rit.edu/display/earlyalert/Home.

Mid-Course Feedback
Mid-Course Feedback (MCF) is a strategy that can lead to a more meaningful, mutually satisfying, and potentially higher end-of-term student ratings, while also impacting a course while it is still in progress. MCF enables instructors to improve their teaching effectiveness and student satisfaction in a timely way. 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.
**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 register and request accommodations. Visit the DSO website to learn more about making accommodations for your students, or to request a workshop or training, and more: [www.rit.edu/disabilityservices/](http://www.rit.edu/disabilityservices/).

**Red Folder Program**

RIT’s Counseling and Psychological Services implemented the Red Folder program to help 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.

The Red Folder provides faculty and staff with resources and suggestions on what to do—and what not to do—if trouble with a student is detected.

- **About the Red Folder program:** [www.rit.edu/news/red-folder-program-aims-identify-help-students-distress](http://www.rit.edu/news/red-folder-program-aims-identify-help-students-distress)
- **View the Red Folder list of resources:** [www.rit.edu/sites/rit.edu/files/docs/SA_RedFolder_022321.pdf](http://www.rit.edu/sites/rit.edu/files/docs/SA_RedFolder_022321.pdf)
- **To report an incident, go to** [www.rit.edu/reporting-incident](http://www.rit.edu/reporting-incident)

![Photo by A. Sue Weisler](image)

**Student Information System (SIS)**

The Student Information System is a one-stop shop for accessing class schedules, class rosters, and more. 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](http://www.rit.edu/sistraining/faculty-training-materials).
Diversity at RIT/NTID

NTID’s Office of Diversity & Inclusion (ODI) and RIT's Division of Diversity and Inclusion work collaboratively to provide a range of services that 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. The shared vision is for RIT to achieve greatness through difference as students, faculty, and staff model inclusive excellence. To learn more about ODI and NTID’s diversity initiatives, see www.rit.edu/ntid/diversity#, stop by LBJ-3110, or contact a member of ODI’s Executive Team.

NTID Diversity and Inclusion Executive Team

Alesia Allen
Assistant VP for NTID
Diversity and Inclusion

Joseph Hill
Assistant Dean
NTID Faculty
Recruitment and Retention

Thomastine Sarchet
Assistant Dean ALANA
Academic Outreach,
Access and Success

Peter Hauser
Assistant Dean for
Research Mentorship

Alesia Allen
Assistant VP for NTID
Diversity and Inclusion

Joseph Hill
Assistant Dean
NTID Faculty
Recruitment and Retention

Thomastine Sarchet
Assistant Dean ALANA
Academic Outreach,
Access and Success

Peter Hauser
Assistant Dean for
Research Mentorship

Anti Racism and Social Justice Plans

RIT and NTID are engaged in meaningful conversations and initiatives to identify and eradicate structural and systemic racism, and enhance diversity and inclusion in our campus community. To view RIT/NTID's Anti Racism and Social Justice Plans, see www.rit.edu/ntid/diversity/social-justice and watch the Update on NTID’s Antiracism and Social Justice Plan-April 2021: youtu.be/5bx_yk_4bEY.
**NTID Services and Resources**

**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.

**Computing Services**
Computing Services for NTID are managed by NTID Client Services at the NTID Service Desk in the LBJ building. *(Please note, this is different than the RIT Service Center managed by ITS, the university’s computer support department.)* NTID’s Service Desk is the first point of contact for your software and computing needs.

To make a request, you may stop by LBJ-2525 or contact the Service Desk at NTIDServiceDesk@ntid.rit.edu, 585-475-2200 (voice), or 585-286-4591 (VP).

**Personal Computing Services**
RIT has made purchase agreements for various software, such as Microsoft Office and Adobe Creative Cloud, for your personal/home use.

For your personal computing needs, see:

- **ITS Home-use applications, for purchase:** homeuse.rit.edu/
- **Personal technical support services at Digital Den:**
  www.rit.edu/fa/digitalden/computer-repair-service-plans

**Parking**
RIT”s Parking and Transportation Services (PATS) manages parking on campus. All vehicles must be registered prior to the start of the semester. Announcements are made to all faculty, staff, and students when the parking registration begins. For parking information, see www.rit.edu/parking/.
**Building Services**

Building services and maintenance for NTID are managed by Facilities Services and Sustainability, LBJ-2288.

*Locked out of your office?* If your office is in the LBJ Building, see Sharon Vandezande in LBJ-2288. Otherwise, contact your staff assistant. You may also contact Public Safety at (585) 475-2853; Text: (585) 205-8333; Emergency: (585) 475-3333.

**Mail Services**

Mail services for NTID are handled by the Client Services department located in LBJ-2525. You can send out letters and packages from this location. Typically, your department staff assistant is responsible for retrieving/distributing mail.

**Emergency Notifications – Closings/Cancelations**

To find out about closings or cancelations due to inclement weather, you can visit the RIT Emergency Information site at emergency.rit.edu, check the RIT Home page at www.rit.edu, or call the Cancelation/Emergency Hotline at 585-475-7075 (voice). RIT also notifies the community of emergencies via email, voicemail, phone and text message.

To ensure your contact information is up-to-date, visit myinfo.rit.edu, then choose RIT Employee Self-Service > My Personal Information and Contacts > Phone Numbers and Emergency Notification Information.

**Public Safety - Emergency**

The Public Safety Emergency number: (585) 475-3333.
The general number is (585) 475-2853; Text: (585) 205-8333.

**General Purchasing Policies, Travel, and Procurement (ProCard) Use**

Contact your department’s staff assistant to discuss the general purchasing policies and matters pertaining to budgeting, printing, and ProCard use. Contact your department chair to discuss the travel policies for your department.
Campus Maps and Building Info

For an interactive campus map, see maps.rit.edu/.

For printable maps and maps of the tunnel system, see: www.rit.edu/fa/facilities/maps.

- Campus Maps & Building Info.  
  www.rit.edu/fa/facilities/content/campus-building-information
- RIT Tunnel Maps (Restricted Access Maps)  
  www.rit.edu/fa/facilities/content/rit-restricted-access-maps
- RIT Campus Directory  
  www.rit.edu/its/content/rit-campus-directory
Dining Services
RIT has many dining facilities ranging from coffee shops and convenience stores to cafeterias. For Dining Services hours and locations, visit [www.rit.edu/fa/diningservices](http://www.rit.edu/fa/diningservices).


Resources for Working Families
RIT is a great place for working families! NTID's Working Families Committee has compiled information regarding the many benefits in human resources, parking, childcare and more on its website: [www.ntid.rit.edu/working-families](http://www.ntid.rit.edu/working-families).
## Info to Go – Essential RIT Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTID Access Services / Interpreting Requests</td>
<td>myaccess.rit.edu</td>
</tr>
<tr>
<td>ASL Video Dictionary and Inflection Guide</td>
<td><a href="http://www.rit.edu/ntid/dictionary/">www.rit.edu/ntid/dictionary/</a></td>
</tr>
<tr>
<td>NTID Directory - Faculty/Staff Photos</td>
<td><a href="http://www.ntid.rit.edu/directory">www.ntid.rit.edu/directory</a></td>
</tr>
<tr>
<td>Faculty and Staff Sign Language Program (FSSL)</td>
<td><a href="http://www.rit.edu/ntid/aslte/">www.rit.edu/ntid/aslte/</a></td>
</tr>
<tr>
<td>NTID Office of Diversity and Inclusion</td>
<td><a href="https://www.rit.edu/ntid/diversity">https://www.rit.edu/ntid/diversity</a></td>
</tr>
<tr>
<td>Diversity at RIT</td>
<td>rit.edu/diversity</td>
</tr>
<tr>
<td>NTID Librarian at RIT Libraries - Joan Naturale</td>
<td>infoguides.rit.edu/prf.php?account_id=43304</td>
</tr>
<tr>
<td>NTID Performing Arts Calendar</td>
<td>ntid.rit.edu/theatre/calendar/month</td>
</tr>
<tr>
<td>NTID Professional Development</td>
<td><a href="http://www.ntid.rit.edu/pd">www.ntid.rit.edu/pd</a></td>
</tr>
<tr>
<td>Room Reservations/Event Scheduling - RIT Events Management System (EMS)</td>
<td>reserve.rit.edu (login required, to open this page, copy/paste URL in browser)</td>
</tr>
<tr>
<td>NTID Service Desk</td>
<td><a href="http://www.ntid.rit.edu/tis">www.ntid.rit.edu/tis</a></td>
</tr>
<tr>
<td>NTID Strategic Decisions 2020 (SD 2020)</td>
<td><a href="http://www.ntid.rit.edu/president/sd2020">www.ntid.rit.edu/president/sd2020</a></td>
</tr>
<tr>
<td>NTID Student Ratings: SRATE SmartEvals and Services Rating System (SRS)</td>
<td><a href="http://www.rit.edu/president/academic-affairs/srs">www.rit.edu/president/academic-affairs/srs</a></td>
</tr>
<tr>
<td>NTID Student Resource Directory</td>
<td><a href="http://www.ntid.rit.edu/students/resources/academic">www.ntid.rit.edu/students/resources/academic</a></td>
</tr>
<tr>
<td>RIT Academic Calendar</td>
<td>rit.edu/calendar</td>
</tr>
<tr>
<td>RIT Academic Senate</td>
<td><a href="http://www.rit.edu/academicaffairs/academicsenate/">www.rit.edu/academicaffairs/academicsenate/</a></td>
</tr>
<tr>
<td>Advantage Federal Credit Union at RIT</td>
<td>advantagefcu.org</td>
</tr>
<tr>
<td>RIT ASL and Deaf Studies Community Center (RADSCC)</td>
<td>rit.edu/ntid/radsccc</td>
</tr>
<tr>
<td>RIT Campus Directories</td>
<td><a href="http://www.rit.edu/directory">www.rit.edu/directory</a></td>
</tr>
<tr>
<td>RIT Events Calendar</td>
<td>rit.edu/its/content/rit-campus-directory</td>
</tr>
<tr>
<td>RIT Faculty Career Development (FCD)</td>
<td><a href="http://www.rit.edu/academicaffairs/facultydevelopment/">www.rit.edu/academicaffairs/facultydevelopment/</a></td>
</tr>
<tr>
<td>Gordon Field House Box Office &amp; University Arenas</td>
<td>rit.edu/fa/fieldhouse/specialEvents_tickets.php</td>
</tr>
<tr>
<td>RIT Human Resources</td>
<td>rit.edu/fa/humanresources</td>
</tr>
<tr>
<td>RIT Libraries</td>
<td>wallacecenter.rit.edu</td>
</tr>
<tr>
<td>RIT Maps</td>
<td>rit.edu/maps</td>
</tr>
<tr>
<td>myCourses - Learning Management System</td>
<td>mycourses.rit.edu/index.asp</td>
</tr>
<tr>
<td>Notaries at RIT</td>
<td><a href="http://www.rit.edu/staffcouncil/notaries-rit">www.rit.edu/staffcouncil/notaries-rit</a></td>
</tr>
<tr>
<td>RIT Onboarding</td>
<td>rit.edu/fa/humanresources/content/onboarding</td>
</tr>
<tr>
<td>RIT Talent Roadmap (Online and Instructor-led Training)</td>
<td><a href="http://www.rit.edu/fa/cpd/roadmap">www.rit.edu/fa/cpd/roadmap</a></td>
</tr>
<tr>
<td>The Story of SpiRIT the Tiger, RIT’s Mascot</td>
<td>library.rit.edu/archives/spirit-tiger-student-pride-rit</td>
</tr>
<tr>
<td>RIT Tiger Center – Class Schedules</td>
<td>tigercenter.rit.edu</td>
</tr>
<tr>
<td>University Organizational Charts</td>
<td>rit.edu/fa/humanresources/content/university-organizational-charts</td>
</tr>
<tr>
<td>Working Families Resources</td>
<td><a href="http://www.ntid.rit.edu/working-families">www.ntid.rit.edu/working-families</a></td>
</tr>
</tbody>
</table>
**Campus Lingo Cheat Sheet/RIT Commonly-Used Terms**

For more, see RITpedia at [ritpedia.rit.edu](http://ritpedia.rit.edu) and

**Common RIT Acronyms:**

[www.rit.edu/newfacultyorientation/common-rit-acronyms](http://www.rit.edu/newfacultyorientation/common-rit-acronyms)

---

**ASC** - Academic Support Center  
**ASLIE** - American Sign Language & Interpreting Education  
**ASLTE** - American Sign Language Training & Evaluation  
**Artesano’s** - Bakery and Café in SAU  
**Barnes & Noble @RIT** - Campus Bookstore at Park Point  
**Beanz** - Coffee shop/lounge in Grace Watson Hall Lobby  
**Better Me** - Wellness program through Human Resources  
**Breezeway** - Walkway from Campus Center to Clark Gym  
**Brick City** - Nickname for the whole RIT campus  
**CAD** - College of Art and Design  
**CBET** - Center for Biotechnology Education & Training  
**CET** - College of Engineering Technology  
**CHP** - Center for Human Performance  
**CHST** - College of Health Sciences & Technology  
**CIMS** - Center for Integrated Manufacturing Studies, or the Louise Slaughter Center for Integrated Manufacturing Study  
**CLA or COLA** - College of Liberal Arts  
**COS** - College of Science  
**CSB** - E. Philip Saunders College of Business  
**CSD** - CSD Student Development Center (a.k.a. “SDC”)  
**CTRL ALT Deli** - Eatery in GCCIS  
**Cage** - Equipment loan desks in SLC and CAD  
**Commons (Dining Commons)** - Eatery in CSD/SDC  
**Corner Store** - Convenience Store in Nathaniel Rochester Hall  
**Crossroads** - Café and market in Global Village  
**Cubes** - Metal sculpture at north entrance of LBJ Hall  
**EYF** - Explore Your Future  
**FSSL** - Faculty/Staff Sign Language Program  
**FYE** - NTID’s First-Year Experiences Program at NTID  
**Fireside Lounge** - Large meeting space in Campus Center  
**Fishbowl** - Information booth on Lomb Drive  
**GCCIS** - B. Thomas Golisano College of Computing & Information Sciences  
**GIS** - B. Thomas Golisano Institute for Sustainability  
**Global Village** - Housing, dining, and shopping complex on the west side of campus  
**Gracie’s** - Eatery in Grace Watson Hall  
**Grind (The)** - Coffee shop in CSD Student Development Ctr  
**HLC** - Hugh L. Carey Hall (some NTID offices located here)  
**ILI** - RIT Innovative Learning Institute  
**ITS** - RIT Information Technology Services  
**Japanese Garden** - Tojo Memorial Garden in Eastman Quad  
**Java Wally’s** - Coffeehouse in the Wallace Library  
**KGCOE** - Kate Gleason College of Engineering  
**LBJ** - Lyndon Baines Johnson Hall (NTID)  
**MAGIC Center** - Media, Arts, Games, Interaction, and Creativity Center  
**Midnight Oil** - Café and lounge in Crossroads building  
**MSSE** - Master of Science program in Secondary Education of Students who are Deaf or Hard of Hearing  
**myCourses** - RIT’s learning management system  
**NAG** - NTID Advisory Group  
**NCC** - NTID Curriculum Committee  
**NFC** - NTID Faculty Congress  
**PD** - Professional Development at NTID  
**Park Point** - Off-campus complex for dining and shopping  
**Quarter Mile** - Outdoor walkway connecting east and west sides of campus  
**RADSCCC** - RIT ASL and Deaf Studies Community Center  
**Red Barn** - Indoor rock-climbing gym on west side of campus  
**Reporter** - Student magazine  
**RITA** - RIT Ambulance Service  
**Ritchie** - RIT’s tiger mascot  
**RIT Libraries** (formerly Wallace Library) - University library  
**RITz SportsZone** - Cafeteria, game room, and sports broadcast center in A-level of SAU  
**RSC** - RIT Service Center or RIT Staff Council  
**SAU** - Student Alumni Union  
**SCB** - E. Philip Saunders College of Business  
**SDC** - CSD Student Development Center (a.k.a. “SDC”)  
**SIS** - Student Information System  
**SLC** - Hale Andrews Student Life Center  
**SLPI** - Sign Language Proficiency Interview  
**SPARC** - Sponsored Programs Accounting & Regulatory Certification  
**SRS** - Service Rating System or RIT Sponsored Research Services  
**SVP** - NTID Summer Vestibule Program  
**Sentinel** - Metal sculpture in Administrative Circle (near Eastman Hall)  
**SRATE/SmartEvals** - Campus-wide online student rating system  
**Sol’s Underground** - Convenience store on A-level of Sol Heumann Hall  
**Sundial** - Sculpture in the Residence Quad  
**Tiger Bucks** - RIT’s debit payment system  
**Tiger Walk** - Fall procession of new students and families  
**TIS** - NTID Technology and Information Services  
**WITR** - RIT’s radio station, channel 89.7 FM
More Resources!

Sign Communication

- ASL Video Dictionary and Inflection Guide
  [www.ntid.rit.edu/dig/online](http://www.ntid.rit.edu/dig/online)
- STEM ASL Video Dictionary Live!

Accessibility

- Captioning Course Media
  [www.rit.edu/academicaffairs/tls/course-design/teaching-elements/media-captioning](http://www.rit.edu/academicaffairs/tls/course-design/teaching-elements/media-captioning)
- Support Services for Deaf and Hard-of-Hearing Students
  [www.ntid.rit.edu/support-services](http://www.ntid.rit.edu/support-services)
- RIT/NTID’s “Deaf Plus”
  [www.rit.edu/ntid/deafplus](http://www.rit.edu/ntid/deafplus)

Teaching

- Teach2Connect
  [www.rit.edu/ntid/teach2connect/](http://www.rit.edu/ntid/teach2connect/)
- Class Act
  [deaftec.org/classact/challenges](http://deaftec.org/classact/challenges)
- RIT Teaching and Learning Services
  [wallacecenter.rit.edu/tls/](http://wallacecenter.rit.edu/tls/)
- Innovative Learning Institute
  [www.rit.edu/ili/](http://www.rit.edu/ili/)
- NTID Educational Materials (online store)
  [www.ntid.rit.edu/educational-materials/](http://www.ntid.rit.edu/educational-materials/)

Diversity

- RIT Office for Diversity and Inclusion
  [www.rit.edu/diversity](http://www.rit.edu/diversity)
- Multicultural Calendar
  [www.rit.edu/diversity/multicultural-calendar](http://www.rit.edu/diversity/multicultural-calendar)
- Multicultural Resources
  [www.rit.edu/diversity/multicultural-resources](http://www.rit.edu/diversity/multicultural-resources)
- Multicultural Center for Academic Success (MCAS)
  [www.rit.edu/diversity/mcas/](http://www.rit.edu/diversity/mcas/)

Even more resources!
[www.ntid.rit.edu/facultystaff-resources](http://www.ntid.rit.edu/facultystaff-resources)
Getting Started at RIT

The checklist below is intended as a guide to ensure a successful teaching experience for you and your students. Many of the tasks below should have been completed or are in progress.

Some of the logistics around the activities below may change due to COVID-19 constraints. Please check with your department or the service unit first.

<table>
<thead>
<tr>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Return your signed contract to your department AND all required forms requested</strong> from Human Resources and/or Payroll -- you must complete this paperwork prior to accessing your computer account, obtaining an ID, and accessing any of the systems. Find your department through the list of RIT's colleges.</td>
</tr>
<tr>
<td>2. <strong>Obtain your RIT computer/email account.</strong> After you complete your contract and essential forms, Human Resources will provide your department with the essential information to request a computer account from ITS. Once the request is fulfilled, your department will then provide you with your account credentials. Any additional access or technology needs can be fulfilled by contacting the NTID Service Desk.</td>
</tr>
<tr>
<td>3. <strong>Obtain your RIT ID Card.</strong> All faculty, staff and alumni are provided with a University ID card. The ID cards are used by Dining Services, University Housing, Student Life Center, and the Wallace Library. You can submit your own photo or have one taken at Eastman Hall.</td>
</tr>
<tr>
<td>4. <strong>Register your vehicle; obtain a parking pass.</strong> All vehicles operated on campus by students, faculty, staff, and contract employees must be registered as quickly as possible, but no later than 10 days after arrival on campus. <strong>Parking and Transportation Services</strong> is responsible for administering parking and transportation services at RIT.</td>
</tr>
</tbody>
</table>
5. Visit the **Academic Calendar** for important semester dates.

6. Familiarize yourself with your department/college policies and procedures, such as syllabus protocol, etc. Although many adjunct faculty have a course syllabus provided, you may wish to review the **Syllabus Design guidance**.

7. Familiarize yourself with **University Policies & Procedures**, particularly those around compliance and accessibility.

8. Check with your department on available office space, mailroom, etc. The facilities and resources available to you will vary by department. Your department will let you know what is available to you.

    The **Wallace Library** also has rooms you can reserve and plenty of open space to meet with students.

9. Check on the status of your textbooks. Check with your department or **Barnes & Noble @ RIT**.

10. Visit your classroom and request podium/projection training if desired. Check with your department or the Student Information System for the location or check **RIT's Interactive Map**. Contact NTID’s Service Desk for assistance, 585-475-2200 (voice), 585-286-4591 (VP) or NTIDServiceDesk@rit.edu.

11. Familiarize yourself with the **Student Information System**.

12. Familiarize yourself with the **Early Alert System** (academic alert system for undergraduate courses only). Training is offered via **RIT Talent Roadmap**.

13. Schedule training for myCourses (Learning Management System) and ensure your course materials are prepared and posted to myCourses. An adjunct training session is generally provided at face-to-face orientation or request training via http://www.rit.edu/tls/consult.

14. Submit all media used in your courses for **captioning** as soon as possible. This is required by college policy.

15. Enjoy the experience! Take notes on how your course is going and what you might want to change the next time around! You may reach out to your **college reference librarian liaison** or a member of the **instructional design team** anytime.