Welcome New NTID Faculty!

RIT National Technical Institute for the Deaf
Professional Development
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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

RIT Faculty Career Development (FCD) hosts a new faculty orientation annually in August. New full time faculty will receive an invitation from FCD to attend. (www.rit.edu/academicaffairs/newfaculty/).

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. Also, a benefits orientation is offered in a separate session. If you have not received an invitation from Talent Development or HR to attend these sessions, 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 checklists or visit:

- Onboarding Checklist for New Employees: www.rit.edu/fa/humanresources/content/onboarding-employees
- Onboarding Checklists for Faculty: https://www.rit.edu/newfacultyorientation/checklists

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/llbaSLel24g](https://youtu.be/llbaSLel24g)
  
  *Dr. D. Robert Frisina - 2011 RIT Innovation Hall of Fame*

- Visit [www.ntid.rit.edu/history](http://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](http://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:

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:

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<th>Faculty and Staff</th>
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<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>
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*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 Raffaelle

- VP & Assoc. Provost-Diversity & Inclusion
  Keith Jenkins

- VP Marketing & Communications
  John Trierweiler

- Ombuds Office
  Joseph Johnston

- VP for University Advancement
  Phillip Castleberry

- Government & Community Relations
  Vanessa Herman
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
NTID Administrative Council (cont’d)

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 Academic 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

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Strategic Plans

RIT Strategic Plan 2025: Greatness Through Difference
The vision of RIT’s Strategic Plan 2025: Greatness Through Difference is that RIT will be a “great world university whose academic portfolio, research agenda, and educational model align with the shifting needs of a complex planet.” The framework centers on five dimensions:

- Career Education and Student Success
- The Student-Centered Research University
- Leveraging Difference
- Affordability, Value, and Return on Investment
- Organizational Agility

See the plan at [www.rit.edu/strategicplan/](http://www.rit.edu/strategicplan/).
Download the plan (PDF) at [www.rit.edu/strategicplan/documents/RIT-Strategic-Plan-Summary.pdf](http://www.rit.edu/strategicplan/documents/RIT-Strategic-Plan-Summary.pdf).

NTID Strategic Decisions 2020/2025
NTID completed a community-wide strategic planning process involving students, faculty, staff and alumni, which resulted in the creation of Strategic Decisions 2020.

The plan includes strategic initiatives involving six areas:

- Students
- Program and Curriculum Development
- Communication
- Access
- Faculty/Staff
- Innovation and Scholarship Research

To learn more about NTID’s strategic plan and its implementation, visit [www.rit.edu/ntid/president#strategic-decisions-2020](http://www.rit.edu/ntid/president#strategic-decisions-2020).

An updated plan (SD 2025) is currently under development.
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 professional development at www.rit.edu/ntid/pd.

For consultation regarding your development needs, contact Hope Williams or Todd Pagano.

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.

Also required is the Conflicts of Interest and Commitment disclosure. The link to the disclosure platform is accessible on the Office of Compliance and Ethics Conflicts of Interest and Commitment webpage: www.rit.edu/fa/compliance/conflict-interest-and-commitment. You will be notified by email when your disclosure is due.

In addition, some departments require specialized training, such as the Lab Safety Training course. Your department chair will inform you of any special requirements.
Funds for Individual Professional Development
There are two sources of funding available within NTID to support your individual professional development:

- **Mini grants** facilitate participation in innovative professional development activities, such as conference registration and/or skill development training.
- **Faculty Evaluation and Development (FEAD) grants** provide monetary assistance to faculty members for the purpose of pursuing areas of professional development that address the Institute’s priorities and/or department, college, or Institute strategic plans.

For more information, visit [www.ntid.rit.edu/pd#grants](http://www.ntid.rit.edu/pd#grants).

Which Programs Should I Attend?
There will be a multitude of opportunities throughout the year to attend professional development programs at RIT.

Undoubtedly, there will be too many activities to fit into your schedule! Your department chair can help you determine which activities should be priorities for you.

You are generally expected to attend department meetings, town halls, and commencement activities. And, you are strongly encouraged to attend university-wide activities sponsored by RIT’s president or provost, as well as pertinent workshops offered by various sponsors.

As your schedule allows, plan to attend the activities that best fit your Plan of Work.

Check out these sites for professional development opportunities:

- NTID Professional Development: [www.rit.edu/ntid/pd#workshops](http://www.rit.edu/ntid/pd#workshops)
- RIT Faculty Career Development Services (FCD) and RIT Teaching and Learning Services (TLS): [wallacecenter.rit.edu/events](http://wallacecenter.rit.edu/events)
- RIT Talent Development: [www.rit.edu/talentdevelopment](http://www.rit.edu/talentdevelopment)

To see what’s happening on campus, check out the RIT Event Calendar: [events.rit.edu](http://events.rit.edu).
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:

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

Faculty Performance Review
Please take a moment to view the policies for faculty performance review, and discuss any questions with your department chair: www.rit.edu/ntid/president/academic-affairs#faculty-performance-review.

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

RIT Academic Senate
Academic Senate is the legislative and representative agency of the faculty. The Senate offers advice and recommendations on faculty affairs and acts on issues pertaining to the academic governance or the general welfare of the university: www.rit.edu/academicaffairs/academicsenate/

The Senate generally meets every other week. Meetings are open to the university. See the meeting schedule at www.rit.edu/academicaffairs/academicsenate/calendar.

NTID Faculty Congress
NTID Faculty Congress (NFC) is committed to facilitating faculty participation in shared governance at NTID. NFC follows a similar model as Academic Senate and consists of representatives from all discipline units of NTID. Like Academic Senate, NFC works with administration to recommend, vet, create, and modify policy as it pertains to faculty affairs.

For more information and to view the NFC meeting schedule, visit www.ntid.rit.edu/committees/nfc or contact Jessica Trussell, chair, at jwtnmp@rit.edu.

University Council
University Council addresses university-level policies and facilitates communication among the constituents of the university. It brings together representatives from Academic Senate, Staff Council, and Student Government. The president, the provost, vice presidents, and deans are also represented on the Council. For the UC meeting schedule and Plan of Work, see: www.rit.edu/president/universitycouncil/.
**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 courses 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)
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, 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/radscc/.
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 (TLS) 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 RIT 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; 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 and 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: 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
- View the Red Folder list of resources: www.rit.edu/sites/rit.edu/files/docs/SA_RedFolder_022321.pdf
- To report an incident, go to www.rit.edu/reporting-incident

Photo by A. Sue Weisler

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.
Research and Scholarship

Office of the Associate Dean for Research (OADR)
The NTID Office of the Associate Dean of Research sponsors professional development programs such as the PI (Principal Investigators) PRIME TIME workshop series for faculty who seek grants or want to improve their grant management skills, and the Scholarship Portfolio Development Initiative (SPDI), a program that provides seed funding for early career faculty.

Laurie Furibondo provides assistance with finding funding opportunities and developing proposals. For more information, contact OADR at nksnod@rit.edu.

Research Projects - Institutional Review Board (IRB)
The Human Subjects Research Office (HSRO) and the Institutional Review Board (IRB) ensure ethical, safe, and fair practices in research projects. All research activities that include human subjects must be reviewed by the IRB. For specifics on the HSRO and IRB roles and the submission process, see www.rit.edu/research/hsro/node/37.

Associate Dean for Teaching and Scholarship Excellence
Todd Pagano, Associate Dean for Teaching and Scholarship Excellence, provides support to students and faculty who wish to be involved in scholarship/research projects and also to innovative teaching initiatives that lead to student success. He conducts research in the areas of analytical/physical chemistry and science pedagogy while heavily involving students in research projects and including them as authors on peer-reviewed journal articles and in conference presentations delivered internationally.

Undergraduate Research
Funding is available to support RIT/NTID student researchers, with the goal of increasing the number of NTID-supported students who do research with faculty members at NTID. Funding opportunities include Student Research Microgrants, Summer Undergraduate Research Fellows (SURFs), and Support for Student Conference Travel. For more information, see NTID Student Research Resources at www.rit.edu/ntid/student-researchers.
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

Christan Monin
Sr. Staff Assistant

Supporting Collaborators:

Rachel Green
Special Assistant for Interpretation and Special Projects

Blake Nitko
Social Media Coordinator

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

RIT Faculty/Staff Photo Directory
All NTID faculty and staff will be invited to have their picture taken for the online RIT Directory. Watch for the general email announcement in September. If you miss the September photoshoot, contact Mike Guinto at mcgnmc@rit.edu to have your picture taken.

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

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 Card (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).


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**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

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<th>Resource</th>
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<tr>
<td>NTID Access Services / Interpreting Requests</td>
<td>myaccess.rit.edu</td>
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<td>ASL Video Dictionary and Inflection Guide</td>
<td><a href="http://www.rit.edu/ntid/dictionary/">www.rit.edu/ntid/dictionary/</a></td>
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<td>NTID Directory - Faculty/Staff Photos</td>
<td><a href="http://www.ntid.rit.edu/directory">www.ntid.rit.edu/directory</a></td>
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<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>
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<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>
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<tr>
<td>Diversity at RIT</td>
<td>rit.edu/diversity</td>
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<tr>
<td>NTID Librarian at RIT Libraries - Joan Naturale</td>
<td>infoguides.rit.edu/prf.php?account_id=43304</td>
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<tr>
<td>NTID Performing Arts Calendar</td>
<td>ntid.rit.edu/theatre/calendar/month</td>
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<td>NTID Professional Development</td>
<td><a href="http://www.ntid.rit.edu/pd">www.ntid.rit.edu/pd</a></td>
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<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>
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<tr>
<td>NTID Service Desk</td>
<td><a href="http://www.ntid.rit.edu/tis">www.ntid.rit.edu/tis</a></td>
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<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>
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<tr>
<td>NTID Student Ratings: SRATE SmartEvals and Services Rating System (SRS)</td>
<td><a href="http://www.ntid.rit.edu/presidentacademic-affairs/srs">www.ntid.rit.edu/presidentacademic-affairs/srs</a></td>
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<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>
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<tr>
<td>RIT Academic Calendar</td>
<td>rit.edu/calendar</td>
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<tr>
<td>RIT Academic Senate</td>
<td><a href="http://www.rit.edu/academicaffairs/academicsenate/">www.rit.edu/academicaffairs/academicsenate/</a></td>
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<tr>
<td>Advantage Federal Credit Union at RIT</td>
<td>advantagefcu.org</td>
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<tr>
<td>RIT ASL and Deaf Studies Community Center (RADSCC)</td>
<td>ritedu/ntid/radscc</td>
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<tr>
<td>RIT Campus Directories</td>
<td><a href="http://www.rit.edu/directory">www.rit.edu/directory</a></td>
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<tr>
<td>RIT Events Calendar</td>
<td>events.rit.edu</td>
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<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>
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<tr>
<td>RIT Human Resources</td>
<td>rit.edu/fa/humanresources</td>
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<tr>
<td>RIT Libraries</td>
<td>wallacecenter.rit.edu</td>
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<tr>
<td>RIT Maps</td>
<td>rit.edu/maps</td>
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<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/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>
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Campus Lingo Cheat Sheet/RIT Commonly-Used Terms

For more, see RITPedia at ritpedia.rit.edu and

Common RIT Acronyms:
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
COE - College of Science
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
COS - Colleage of Science
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
RADSCC - 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/)

**Grants**
- Sponsored Research Services
  [www.rit.edu/research/srs/](http://www.rit.edu/research/srs/)
- Grants for Professional Development
  [www.ntid.rit.edu/pd/grants](http://www.ntid.rit.edu/pd/grants)

**Leadership**
- Office of the Provost - Academic Leadership Development
  [www.rit.edu/academicaffairs/facultydevelopment/academic-leadership/leadership-development](http://www.rit.edu/academicaffairs/facultydevelopment/academic-leadership/leadership-development)

**Personal Wellness/Development**
- RIT Talent Development – Personal Wellness
  [www.rit.edu/fa/cpd/personal-wellness](http://www.rit.edu/fa/cpd/personal-wellness)
- Better Me Wellness
  [www.rit.edu/fa/betterme/](http://www.rit.edu/fa/betterme/)
Scholarship and Research

- RIT Scholar Works: scholarworks.rit.edu/about.html
- NTID Research: www.ntid.rit.edu/about/research
- Sponsored Research Services: www.rit.edu/research/srs/
- Center for Education Research Partnerships (CERP): www.rit.edu/ntid/cerp/
- Wallace Library Subject Specialist / NTID Librarian- Joan Naturale: infoguides.rit.edu/prf.php?account_id=43304

Technology, Digital Literacy, and Workplace Skills/Productivity

- RIT Talent Roadmap: www.rit.edu/fa/cpd/roadmap
- RIT Talent Development: www.rit.edu/fa/cpd/digitalliteracy
- New Horizons Computer Training Center: www.newhorizonstraining.com/
New Full-time Faculty Checklist

This list can be found online.

Preparing for Your Arrival

☐ View the Orientation Schedule on this site. New full-time faculty will receive an email invitation in mid-July.

☐ Discover RIT! Take a look at this collection of resources: Overview, Mission Statement, History.

☐ Contact your department chair/unit head to discuss your arrival date and schedule any meetings.

☐ Meet your department’s staff assistant; s/he will be a key contact and great source of information.

☐ Watch for an important packet from RIT’s Office of Human Resources.

☐ Familiarize yourself with Rochester’s unique deaf/hard-of-hearing culture and the National Technical Institute for the Deaf (NTID).

☐ Familiarize yourself with the Rochester community if you are new to the area.

☐ Notify FCDS@rit.edu if you have a new mailing address or email address so we may keep in touch.

Upon Arrival

☐ Professional photos will be taken once you arrive at RIT. Details will be emailed to your RIT email address.

☐ Complete your I-9 Form.

☐ Obtain your RIT user ID and password to access email and campus networks (the form must be submitted by your department).

☐ Register your computers/phones with ITS (iPad, laptop, etc. for accessing wireless).

☐ Obtain your RIT Identification card.

☐ Register your vehicle for on-campus parking.

☐ Discover workshops and trainings to assist with effective teaching and use of RIT’s technologies.

☐ Take a look at RIT’s commonly used Acronyms.

☐ 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).

☐ Tenure Track and Tenured Faculty should plan a research agenda.

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

☐ Continue networking and making connections throughout the academic year and at opportunities offered by Faculty Development and the Innovative Learning Institute.

☐ Explore the resources available to you from:
  - Faculty Career Development
  - Innovative Learning Institute
  - Sponsored Research Services
  - University Writing Program’s Faculty Writing Community – considering joining this online community; details available in early fall.

☐ Connect with your library liaison, Joan Naturale.

Within Your First Year

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

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

☐ Continue networking and making connections throughout the academic year and at opportunities offered by Faculty Development and the Innovative Learning Institute.

☐ Evaluate your mentoring network and benefits of building relationships with colleagues.

☐ 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 for 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 units across Campus.

   ○ **Scholarship** – (for Tenured/Tenure-Track faculty) Look at the research agenda you set. Are you reaching your milestones for publication or works in progress? Consider joining a faculty writing group or community of practice.

   ○ **Service** - (for Tenured/Tenure-Track faculty/Non-Tenure Track) have you achieved your set goal for service in establishing yourself as a member of internal or external committees? Are you working with student clubs in the capacity of advisor?

☐ 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.

☐ Revisit your "kudos file" for positive reinforcement.

☐ Plan your summer vacation!