

Getting Started at RIT - Adjunct Faculty

Adapted from <https://www.rit.edu/provost/adjunct-faculty> by NTID Professional Development, November 2022

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.

Activity	<input checked="" type="checkbox"/> When Completed
<p>1. Return your signed contract to your department AND all required forms requested 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.</p> <p>Find your department through the list of RIT's colleges.</p>	
<p>2. Obtain your RIT computer/email account. After you complete your contract and essential forms, Human Resources will provide your department with the essential information to request a computer account. 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.</p>	
<p>3. Obtain your RIT ID Card. 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.</p> <p>You can submit your own photo or have one taken at Eastman Hall.</p>	
<p>4. Register your vehicle; obtain a parking pass. 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.</p> <p>Parking and Transportation Services is responsible for administering parking and transportation services at RIT.</p>	
<p>5. Visit the Academic Calendar for important semester dates.</p>	

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 with your department regarding the status of your textbooks.	
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.	