RIT | National Technical Institute for the Deaf

NTID Adjunct Faculty – 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.

Please check with your department or service unit for additional information.

Activity	☑When Completed
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. Find your department through the list of **NTID's Academic Departments**.	
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 provide you with your account credentials. Any additional access or technology needs can be fulfilled by contacting the **NTID Service Desk**.	
3. **Obtain your RIT ID Card**. All faculty, staff, and alumni are provided with a University ID card. You can **submit your own photo** or have one taken at Eastman Hall.	
4. **Register your vehicle; obtain a parking pass**. All vehicles operated on campus by students, faculty, staff, and contract employees must be registered as soon as possible, but no later than 10 days after arrival on campus. **Parking and Transportation Services** is responsible for administering parking and transportation services at RIT.	
5. Use the **campus maps** to help you navigate around campus.	
6. Visit the **Academic Calendar** for important semester dates.	
7. 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**.	

8. Check with your department regarding the status of your textbooks. Order textbooks on the **Akademos** web site.	
9. Check with your department on available office/meeting space. NTID has several **conference rooms** in LBJ, the CSD Student Development Center (CSD/SDC), and HLC you can reserve, as well as plenty of open space to meet with students.	
10. Familiarize yourself with **University Policies & Procedures**, particularly those around compliance and accessibility.	
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. **Register for trainings and workshops** on RIT's technologies. Familiarize yourself with **myCourses** (RIT's learning management system) Attend the trainings/workshops and view the videos. Ensure your course materials are prepared and posted to myCourses. You may request a consultation from the **Center for Teaching and Learning**.	
14. Visit your classroom and request podium/projection training if desired. Check with your department or the **Student Information System** for the location. For assistance with the classroom equipment, contact **NTID's Service Desk** at 585-475-2200 (voice), 585-286-4591 (VP) or NTIDServiceDesk@rit.edu.	
15. Submit all media used in your courses for **captioning** as soon aspossible. This is required by college policy.	
16. View additional **information for Adjuncts** from RIT Faculty Career Development/Office of the Provost and the collection of resources curated for **new full-time faculty**.	
17. 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**, **NTID's Online Learning department**, or a member of the **instructional design team** anytime.	