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!