

## New NTID Full-time Faculty Checklist

This list can be found online at [www.rit.edu/ntid/pd#new-faculty-and-staff](http://www.rit.edu/ntid/pd#new-faculty-and-staff).

### Preparing for Your Arrival

- View the [New Faculty Orientation Schedule](#). 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 to discuss your arrival date and schedule any meetings.
- Meet your department's staff assistant; they 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.

### Upon Arrival

- Professional photos will be taken by NTID's photographer 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 mobile devices](#) (iPad, mobile phone, etc. for accessing RIT's wireless internet connection).
- [Obtain your RIT Identification Card](#).
- [Register your vehicle](#) for on-campus parking.
- Check with your department regarding the status of your textbooks. Order textbooks on the [Akademos](#) web site.
- Discover workshops and trainings offered through the [Center for Teaching and Learning](#) and [RIT Libraries](#) 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 [RIT Faculty Career Development](#) and the [Center for Teaching and Learning](#).
- Connect with NTID’s [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 [RIT Faculty Career Development](#) and the [Center for Teaching and Learning](#).
- 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?
- 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!