Welcome NTID Staff!
Table of Contents

Welcome! .................................................................................................................................................................................. 1
New Employee Orientation and Onboarding......................................................................................................................... 1
RIT Ready - COVID-19 Information ..................................................................................................................................... 1

Structure of NTID ...................................................................................................................................................................... 2
The History of NTID ............................................................................................................................................................... 2
About NTID ............................................................................................................................................................................ 2
NTID's Mission Statement ...................................................................................................................................................... 2
NTID's Role within RIT ......................................................................................................................................................... 2
Enrollment .............................................................................................................................................................................. 3
Degree Programs .................................................................................................................................................................. 3
Faculty/Staff .......................................................................................................................................................................... 4

RIT/NTID Organizational Structure .................................................................................................................................... 5
Who's Who at NTID ............................................................................................................................................................. 7
NTID Administrative Council .................................................................................................................................................. 7
NTID President's Office and Academic Affairs Support Staff ............................................................................................ 9

Strategic Plans ....................................................................................................................................................................... 10
RIT Strategic Plan 2025: Greatness Through Difference .................................................................................................. 10
NTID Strategic Decisions 2020/2025 .................................................................................................................................. 10

Professional and Career Development ................................................................................................................................. 11
NTID Professional Development Program ............................................................................................................................ 11
Department of Access Services (DAS) Professional Development .................................................................................... 11
Mandatory Compliance Training ...................................................................................................................................... 12
Which Programs Should I Attend? ......................................................................................................................................... 12
RIT Talent Roadmap and LinkedIn Learning ...................................................................................................................... 13

Policies .................................................................................................................................................................................. 13
Human Resources Policies .................................................................................................................................................... 13
University Policies ............................................................................................................................................................... 13

Communication and Deaf Culture ........................................................................................................................................ 14
Signing in Public Spaces and NTID's Position on Language, Communication and Modality ........................................... 14
Sign Language Development and Assessment .................................................................................................................. 15
RIT American Sign Language & Deaf Studies Community Center (RADSCC) ....................................................................... 15

About NTID ............................................................................................................................................................................ 2
The History of NTID ............................................................................................................................................................... 2
About NTID ............................................................................................................................................................................ 2
Who's Who at NTID ............................................................................................................................................................. 7
NTID Administrative Council .................................................................................................................................................. 7
NTID President's Office and Academic Affairs Support Staff ............................................................................................ 9
Strategic Plans ....................................................................................................................................................................... 10
RIT Strategic Plan 2025: Greatness Through Difference .................................................................................................. 10
NTID Strategic Decisions 2020/2025 .................................................................................................................................. 10
Professional and Career Development ................................................................................................................................. 11
NTID Professional Development Program ............................................................................................................................ 11
Department of Access Services (DAS) Professional Development .................................................................................... 11
Mandatory Compliance Training ...................................................................................................................................... 12
Which Programs Should I Attend? ......................................................................................................................................... 12
RIT Talent Roadmap and LinkedIn Learning ...................................................................................................................... 13
Policies .................................................................................................................................................................................. 13
Human Resources Policies .................................................................................................................................................... 13
University Policies ............................................................................................................................................................... 13
Communication and Deaf Culture ........................................................................................................................................ 14
Signing in Public Spaces and NTID's Position on Language, Communication and Modality ........................................... 14
Sign Language Development and Assessment .................................................................................................................. 15
RIT American Sign Language & Deaf Studies Community Center (RADSCC) ....................................................................... 15
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 Talent Development (Human Resources) offers a virtual orientation for all employees, through the RIT Talent Roadmap system. This course covers essential information about the university and includes training required 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 RIT Talent 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 onboarding checklist for new employees, or visit:

- Onboarding Checklist for New Employees: www.rit.edu/fa/humanresources/content/onboarding-employees

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 [youtub.be/lIbaSlEl24g](https://youtu.be/lIbaSlEl24g)  
  *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 studying 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:

<table>
<thead>
<tr>
<th>Faculty and Staff</th>
<th></th>
</tr>
</thead>
<tbody>
<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>
</tr>
</tbody>
</table>

*Figure 1 RIT Faculty and Staff from 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/*
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 Student Affairs
Sandra Johnson

VP Enrollment Management
Ian Mortimer

Ombuds Office
Joseph Johnston

VP for University Advancement
Phillip Castleberry

Government & Community Relations
Vanessa Herman
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
For more information about NTID’s administration, visit [www.ntid.rit.edu/president/administration](http://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
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 activities 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 your professional development opportunities at www.rit.edu/ntid/pd.

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

PD Team:

![Todd Pagano](image1)
**Todd Pagano**
Associate Dean for Teaching & Scholarship Excellence

![Hope Williams](image2)
**Hope Williams**
Director, NTID Professional Development

![TBD](image3)
**TBD**
Sr. Staff Assistant

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.

Department of Access Services (DAS) Professional Development
The Department of Access Services has an in-house Professional Development program specifically for access services providers. If you are a member of DAS, you will be notified of your opportunities for orientation, training, and development.

For more information about DAS Professional Development, contact Deborah Makowski or Kristi Love:

![Deborah Makowski](image4)
**Deborah Makowski**
Interpreter, DAS
Professional PD Team

![Kristi Love](image5)
**Kristi Love**
Manager Diversity Outreach Team

[11]
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](http://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.

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 manager 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 individual professional development plan.

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 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 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

Human Resources Policies
For HR policies and information about benefits, time off, university holidays, employee development, or retirement, see www.rit.edu/fa/humanresources/.

University Policies
The University Policies website is the central location for accessing RIT's policies: www.rit.edu/academicaffairs/policiesmanual/.
Communication and Deaf Culture

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. To sign up for ASL classes, go to 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/.
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.
RIT Staff Council (RSC) is an advisory body to the RIT President, or their representative, on issues and decisions which impact RIT. Staff Council members communicate to their constituents about university news, events and initiatives and solicit staff feedback on university issues. Staff Council also initiates policy proposals and revisions, and raises issues for University consideration.

In addition to serving on the general Council, each member serves on a sub-committee. Staff Council members are grouped by blocks that represent various colleges/divisions; **NTID is in Block 5.** You will receive communications from the RSC member who is assigned to your department or division.

Staff Council meetings are open to everyone and the agenda is sent to all RIT prior to the meetings. If your schedule allows, feel free to attend meetings that pertain to topics that interest you. Meetings are held semi-monthly on Thursdays from 2-4 p.m.

www.rit.edu/staffcouncil/

If you have questions or concerns you would like to share with Staff Council, you may contact any NTID rep or contact the Staff Council office directly at stafcoun@rit.edu.

**Block 5 Representatives:**

**Stephanie Alepoudakis**  
Elections Committee  
NTID Real Time Captioning & Notetaking Svcs  
smanes@rit.edu

**Gina Coyne**  
University Issues & Policies Committee  
NTID Department of Access Services  
gmcnrd@ntid.rit.edu

**Dominique Flagg**  
Communications Committee  
NTID, Counseling & Academic Advising Svcs  
dsfncd@rit.edu

**Maureen Gallagher**  
Executive Committee, University Issues & Policies Committee  
NTID, Department of Information & Computing Studies  
mhgpci@rit.edu

**Jeremy Zehr**  
Block 5 Captain  
Communications Committee  
NTID, Real Time Captioning & Notetaking Services  
jsznes@rit.edu
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](http://homeuse.rit.edu/)
- **Personal technical support services at Digital Den:** [www.rit.edu/fa/digitalden/computer-repair-service-plans](http://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 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 (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.

See the Dining Services map at www.rit.edu/fa/diningservices/sites/rit.edu.fa.diningservices/files/publications/docs/DiningMap_VA.pdf.

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.
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

![Red Folder Program](image)
<table>
<thead>
<tr>
<th>Info to Go – Essential RIT Resources</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NTID Access Services / Interpreting Requests</td>
<td>myaccess.rit.edu</td>
</tr>
<tr>
<td>ASL Video Dictionary and Inflection Guide</td>
<td><a href="http://www.rit.edu/ntid/dictionary/">www.rit.edu/ntid/dictionary/</a></td>
</tr>
<tr>
<td>NTID Directory - Faculty/Staff Photos</td>
<td><a href="http://www.rit.edu/ntid/directory">www.rit.edu/ntid/directory</a></td>
</tr>
<tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>Diversity at RIT</td>
<td>rit.edu/diversity</td>
</tr>
<tr>
<td>NTID Librarian at RIT Libraries - Joan Naturale</td>
<td>infoguides.rit.edu/prf.php?account_id=43304</td>
</tr>
<tr>
<td>NTID Performing Arts Calendar</td>
<td>ntid.rit.edu/theatre/calendar/month</td>
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<tr>
<td>NTID Professional Development</td>
<td><a href="http://www.rit.edu/ntid/pd">www.rit.edu/ntid/pd</a></td>
</tr>
<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>
</tr>
<tr>
<td>NTID Service Desk</td>
<td><a href="http://www.rit.edu/tis">www.rit.edu/tis</a></td>
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<td><a href="http://www.rit.edu/president/sd2020">www.rit.edu/president/sd2020</a></td>
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<td>NTID Student Ratings: SRATE SmartEvals and Services Rating System (SRS)</td>
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<td>NTID Student Resource Directory</td>
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<td>rit.edu/calendar</td>
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<td>RIT Academic Senate</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 (RADS)</td>
<td>ritsr.nitid Aires</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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<td>Gordon Field House Box Office &amp; University Arenas</td>
<td><a href="http://www.rit.edu/its/content/rit-campus-directory">www.rit.edu/its/content/rit-campus-directory</a></td>
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<td>RIT Events Calendar</td>
<td>events.rit.edu</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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<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>
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<td>Notaries at RIT</td>
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<td>RIT Onboarding</td>
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<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>
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<td>The Story of SpiRIT the Tiger, RIT’s Mascot</td>
<td>library.rit.edu/archives/spirit-tiger-student-pride-rit</td>
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<td>RIT Tiger Center – Class Schedules</td>
<td>tigercenter.rit.edu</td>
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<td>University Organizational Charts</td>
<td><a href="http://www.rit.edu/fa/humanresources/content/university-organizational-charts">www.rit.edu/fa/humanresources/content/university-organizational-charts</a></td>
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<td>Working Families Resources</td>
<td><a href="http://www.rit.edu/ntid/working-families">www.rit.edu/ntid/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
COS - 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
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
Attachment A - Onboarding Checklist
Welcome to RIT! Welcome to RIT and congratulations on your new position! We are excited to have you as a part of the team and our campus community. The onboarding resources and plan below serve as a starting point for your career at RIT. The information listed is not all inclusive of what is available to the RIT community; however, these resources will establish a footing for you as you start your position. Use this information to guide questions and conversations with your manager in your first year and beyond. For any questions, please contact careers@rit.edu. Once again, welcome and we are excited for you to begin your journey at RIT!

Preparing for Your Arrival

☐ Confirm the date, time, and location of your arrival with your manager. They will give you insight on where to park on campus and how to get to your area/office.

☐ Complete your I-9 form (Employer name/code: 15083). There are two sections to the I-9. Section one should be completed independently prior to your start date. Section two can be completed by scheduling an appointment with Human Resources by emailing hr@rit.edu. Human Resources is located in Eastman Hall, 5th floor. This appointment can be done in advance of your start date or completed within your first three days of employment.

Your First Day

☐ Meet with your manager to discuss your job duties and responsibilities, departmental initiatives, expectations, schedules, and more. These conversations should be ongoing throughout your onboarding at RIT.

☐ Confirm your University Identification Number (UID) from your hiring manager. This is a number that you will need throughout your time at RIT.

☐ Purchase a parking permit through myParking. For more information on parking options and lots, please visit Parking and Transportation.

☐ Obtain your RIT ID from the Office of the Registrar (Eastman Hall, 1st Floor).

☐ Work with NTID Technology & Information Services (TIS) and your manager to get set up on the RIT network (computer, email, phone, WiFi, voicemail, videophone). If you need technical support, contact NTIDServiceDesk@ntid.rit.edu, 585-475-2200 (voice), 585-286-4591 (VP), or stop by LBJ-2500.
Your First Week

- Become familiar with campus. Consider taking a walking tour with Admissions or tour campus virtually.
- Sign up for direct deposit. Review the Payroll website for information on timekeeping, time clock locations, and more.
- Download the RIT Mobile app. There is great information regarding dining, shuttles, on campus events, a campus map with directional wayfinding, and so much more. It is a one-stop-shop for information.
- Tour your department and meet with others in your department. Your colleagues have a wealth of knowledge and they can share what they have learned along the way. They are excited to have you join their team and can provide insight as you start your career at RIT.

Your First Month

- Complete New Employee Orientation. A member from the Talent Development team in Human Resources will send you a welcome email and assign the following courses to you:
  - New Employee Orientation: Welcome to RIT (web-based in Talent Roadmap)
  - Getting Comfortable with Diversity (web-based in Talent Roadmap)
  - Early Intervention (web-based in Talent Roadmap)
- Complete your Benefits Enrollment within the first 31 days of employment. Benefits will go into effect on the first of the month following your start date. There are three ways to submit your enrollment forms that were provided in your Benefits packet:
  - Use Tiger File Exchanger to protect personal information and send to the Benefits Department at benefits@rit.edu
  - Email Benefits at benefits@rit.edu
  - Deliver or mail information to Human Resources (Attention: Benefits) – Eastman Hall, 5th Floor
- Complete your online Compliance and Ethics trainings. You will be notified via Outlook when the trainings have been assigned to your plan in Talent Roadmap.
  All employees must complete the following trainings and, based on roles and responsibilities, others may be assigned:
  - Cybersecurity Fundamentals – annual requirement (complete within 60 days of hire)
  - Discrimination and Harassment (Including Title IX) – annual requirement (complete within 60 days of hire)
  - Conflict of Interest and Commitment – one-time requirement (complete within 30 days of hire)
In addition to the Conflict of Interest and Commitment training, you will be notified via Outlook to complete your Conflict of Interest disclosure (also due within 30 days of hire.) This process is revisited annually for any changes.
Review RIT’s mission and SPIRIT Values.
Familiarize yourself with your Human Resources Manager. They partner with all of the colleges and divisions within the university; they manage a wide range of activities related to employee relations, and they are here to support you.

Your First 3-6 Months

- Continue to meet with your manager on a weekly or bi-weekly basis as you continue to learn about your position, department, college/division, and RIT as a whole. Use this time to ask questions and gain clarification for your work, your findings on and about campus, and the systems you use in your position.
- Your manager will introduce the performance appraisal process used in your department. This process is designed to help you achieve your highest potential in your position. Set performance and development goals together and measure progress on them throughout the course of the year in your meetings with each other.
- Explore development opportunities offered through NTID Professional Development, RIT Center for Professional Development (CPD), and various departments on campus. These courses, activities, lectures, and more will enrich your experience at RIT and enhance skills needed in your position. There are also over 8,000 LinkedIn Learning web-based courses in Talent Roadmap available on demand.
- Review RIT’s current strategic plan, “Greatness Through Difference.”
- Familiarize yourself with RIT Acronyms and Nicknames.
- Understand the Shared Governance Model on campus and consider attending your governance group’s meeting as well as University Council. These meetings are open to anyone that would like to attend and they discuss issues or concerns, new initiatives, and review policy additions or changes.

Your First Year and Beyond

- Look for cross-functional opportunities to get involved such as committees, projects, task forces, and initiatives on campus. This is a great way to meet new people and learn more about our campus culture and community. It may lead to a new connection and relationship that can assist you in your current role while helping RIT further its mission.
- Complete your self-appraisal, reviewing and evaluating the goals that you set with your manager. Your manager will also provide feedback on your goals as well as your overall job responsibilities. This is a great time to reflect back and plan for the future. Consider using the Employee Development Plan for improving skills for your current position and preparing for future positions in your career.
- If you haven’t done so already, consider taking an American Sign Language class offered by NTID to faculty and staff.
Consider taking an RIT class or pursue a new degree or one that will build skills and competencies for your position. RIT has an amazing educational benefit for employees which includes free undergraduate and graduate tuition effective from your date of hire.

## Relocating to Rochester?

If you are relocating to Rochester, RIT has compiled some helpful information about Rochester including popular destinations, local sports teams, and more. We have also provided some resources that help paint a picture of our beloved city!

- [Rochester Map](#)
- [City of Rochester](#)
- [Monroe County Town, Village and City Borders](#)
- [Rochester, NY Community Profile](#)
- [Greater Rochester Chamber of Commerce](#)
- [Monroe County School Districts](#)
- [Visit Rochester](#)
- [132 Rochester Day Trips](#)
- [15 Best Day Trips from Rochester, NY](#)

If eligible, work with hiring department on moving and relocation expenses reimbursement. Information can be found in [RIT Travel Policies & Procedures Manual](#), section E6.

If you are in need of purchasing real estate, here are some helpful resources for you!

- [Realtor.com](#)
- [Trulia.com](#)
- [Zillow.com](#)

Check out the [RIT Home Owner Partnership Program](#) to see if you meet the qualifications that could provide you with $9,000 towards your home purchase in the [City of Rochester](#).

There are also many great apartments available in the Greater Rochester Area:

- [Rochester, NY Apartment Guide](#)

Please note: Rochester Institute of Technology does not employ, recommend, endorse or screen any of the resources listed for finding living arrangements. Rochester Institute of Technology makes no representations or warranties about the quality of the providers or other third parties or about your interactions or dealings with any such parties. You are solely responsible for the selection of your living arrangements, including the quality and the cost of the arrangements, and for conducting any desired criminal records checks or other screening on any potential providers, roommates, etc. and use of these resources is at your sole risk.