

The background image shows the exterior of a modern building with a brick facade and large glass windows. The building has a covered walkway with recessed ceiling lights. In the foreground, there are green bushes, a concrete bench, and a planter with red and yellow flowers. Two orange text boxes are overlaid on the right side of the image.

Welcome to RIT/NTID

**New NTID Staff
Orientation Guide**

2023-2024

Welcome to RIT/NTID!

We're delighted you have joined RIT/NTID, and we hope this guide will be helpful to you as you learn more about our great community.

If you have questions about RIT/NTID, a good place to start is your department chairperson and your department staff assistant.

If you need additional assistance, the Professional Development Team will gladly help!

You can find us at www.rit.edu/ntid/pd#contact-us

New Employee Orientation

RIT New Employee Orientation is held virtually several times throughout the year.

This program covers essential information about the university, along with the mandatory compliance training for all employees.

A benefits orientation is offered in a separate session. You will receive an invitation from Talent Development/HR to attend these sessions.

For more information, you may contact Talent Development at talentdevelopment@rit.edu.

Onboarding Checklist

Be sure to check out the onboarding checklist with information and instructions to get you started on the right track.



Download the **Onboarding Checklist for New Employees** from bit.ly/NTIDnew



About NTID

History of NTID

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.

1967

Dr. Robert Frisina named director of NTID

1968

NTID began operations with a pilot of 70 students

1996

Dr. Robert R. Davila installed as NTID's first deaf vice president



History of NTID

1998



Dr. T. Alan Hurwitz installed as NTID's first deaf dean

2011



Dr. Gerard Buckley named president of NTID and vice president and dean of RIT

2017



Robert F. Panara, NTID's first deaf faculty member, is immortalized by the U.S. Postal Service on a stamp

2018



NTID celebrates its 50th Anniversary Reunion

Today



NTID has more than 9,300 alumni across the globe



NTID History Video



Link to video:

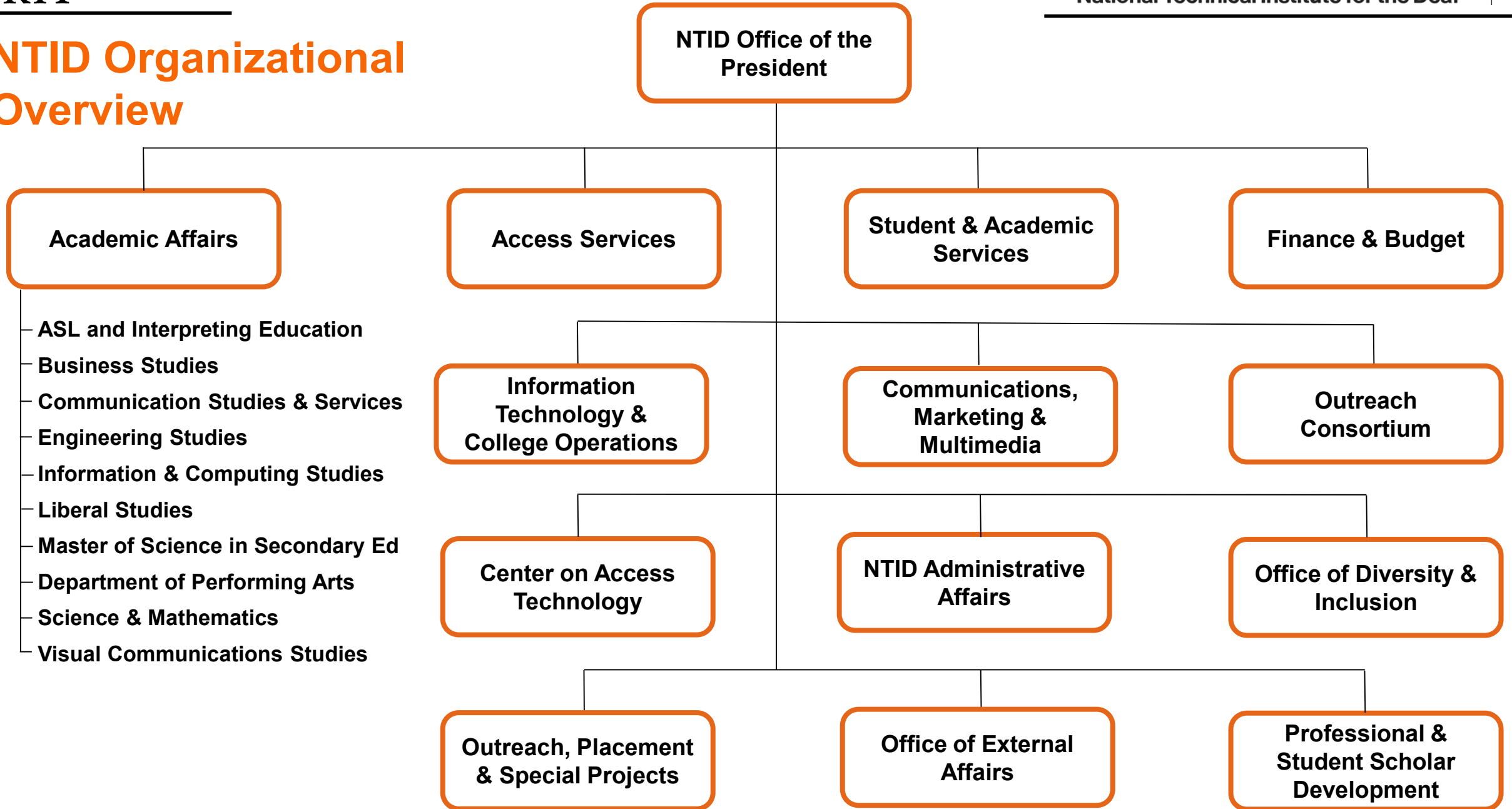
<https://bit.ly/NTIDHistory>

RIT/NTID Organization



Dr. Gerard Buckley
NTID President and
RIT Vice President and Dean

NTID Organizational Overview



NTID Administrative Council (NAC)

The **NTID Administrative Council** is the senior leadership of NTID.

See the NAC members at

www.rit.edu/ntid/president#administrative-council





RIT



19,772

RIT students
(undergraduate
and graduate)



4,039

RIT faculty and staff

1,537 Faculty & Adjuncts
2,502 Staff

NTID



1,135

Deaf/hard-of-hearing
students



578

NTID faculty and staff

144 Faculty 424 Staff

- including -

135 Interpreters
60 Captionists

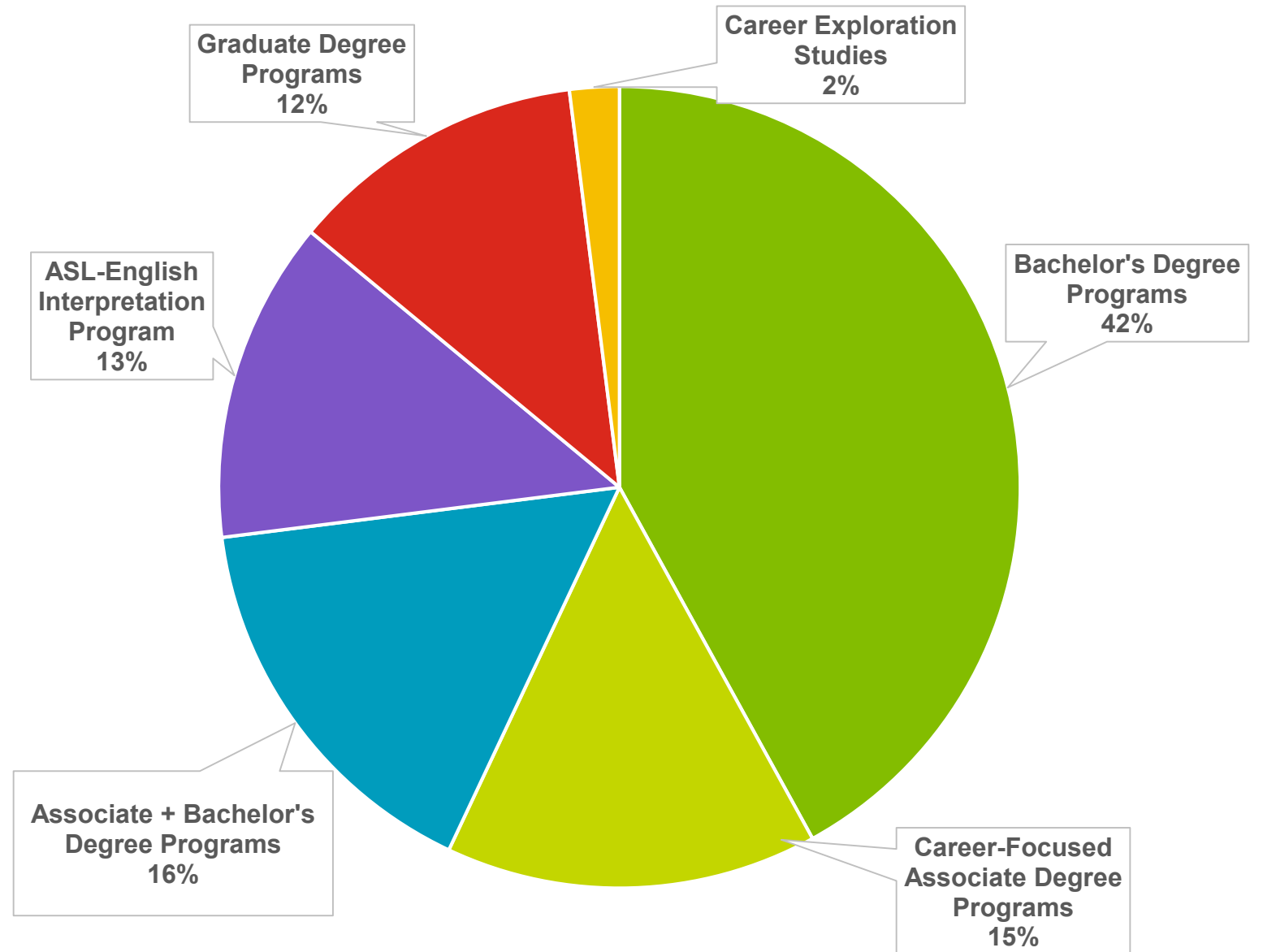
NTID Enrollment

Learn more about NTID:

www.rit.edu/ntid/about-ntid

NTID Annual Report:

www.rit.edu/ntid/about/media#annual-report



Diversity at RIT/NTID

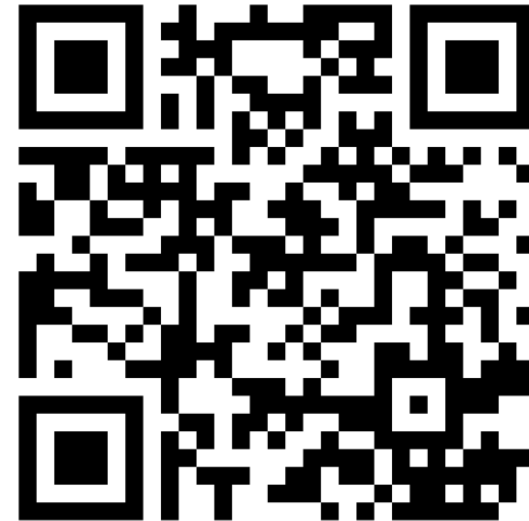
NTID's Office of Diversity and Inclusion (ODI) and RIT's Division of Diversity and Inclusion work collaboratively to enhance access and success for historically underrepresented students, faculty and staff; support education and scholarship; and ensure a welcoming, inclusive, vibrant and accessible environment for **everyone**.

To learn more about ODI's diversity initiatives, see www.rit.edu/ntid/diversity# or stop by LBJ-2850.



RIT Nondiscrimination Notice

RIT's Nondiscrimination Notice
can be found here: rit.edu/nondiscrimination



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.

* Definitions:

Language - English and American Sign Language

Communication - How information is delivered

Modality - Speech, sign language, writing

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NTID's Position on Language, Communication and Modality (cont'd)

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.

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NTID's Position on Language, Communication and Modality (cont'd)

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.

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Sign Language Development and Assessment

NTID faculty and staff are required to develop and maintain the appropriate ASL proficiency for their position. NTID's **Faculty/Staff Sign Language program (FSSL)** provides sign language instruction to faculty and staff through classes, seminars, tutoring, and special group instruction. You can sign up for ASL classes at www.rit.edu/ntid/aslte/fssl.

The **NTID Sign Language Assessment and Resource Center (NSLARC)/ASLTE** 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 and 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/radsc/.

Resources for Learning ASL

- ASL Video Dictionary and Inflection Guide

www.rit.edu/ntid/dictionary/



- Resources for Building ASL Skill and Knowledge

www.rit.edu/ntid/aslte2/home/resources/building-asl-skills-and-knowledge

Professional and Career Development

NTID Professional Development

NTID Professional Development (PD) offers workshops and a variety of programs to enhance the effectiveness of faculty and staff at all career stages.

Topics include Teaching, Communication, Technology, NTID Culture/Diversity, RIT/NTID Policy, Mentoring, Scholarship/Research/Grants, Leadership, and Workplace Skills/Productivity.

Learn more about NTID PD at www.rit.edu/ntid/pd.

For consultation regarding your development needs, contact

Hope Williams (Director, NTID Professional Development), or

Dr. Todd Pagano (Executive Director, Professional and Student Scholar Development, Professor of Chemistry)



Department of Access Services (DAS) Professional Development

In addition to NTID's Professional Development (PD) Program offerings, the **Department of Access Services** has an in-house PD program specifically for access service providers.

If you are a member of DAS, the DAS Professional Development Team will inform you of your opportunities for orientation, training, and development.

Talent Roadmap: Your Resource for On-going Professional Development



Talent Roadmap is RIT's online home for professional development courses, workshops, and online tutorials. You can enhance your professional and technical skills at any time by accessing the extensive catalog of thousands of LinkedIn Learning tutorials on technology, software, graphic design, business skills, and more. To get started, visit www.rit.edu/talentdevelopment/talent-roadmap.

Talent Roadmap allows you to download attendance transcripts and certificates for the courses you take.

Services

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/ITS**, the university's computer support provider. **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 applications, 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/
- **Personal technical support services at Digital Den:** www.rit.edu/fa/digitalden/computer-repair-service-plans

Building and Mail Services – LBJ Hall

- **Building services** and maintenance for NTID are managed by NTID Facilities Services and Sustainability, LBJ-2288.
 - *Locked out of your office?* If your office is in the LBJ Building, go to NTID's Facilities Services in LBJ-2288. Otherwise, contact your staff assistant.
You may also contact Public Safety at (585) 475-2853; Text: (585) 205-8333.

- **Mail services** for NTID are handled by NTID Client Services 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 for your area.

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 request accommodations.

Visit the DSO website to learn more about accommodations or to request a workshop or training: www.rit.edu/disabilityservices/.



Mental Health and Wellness Resources

RIT is highly committed to supporting the mental health of faculty, staff, and students. Resources for counseling and wellness include:

- **Employee Assistance Program (EAP)**

www.rit.edu/fa/humanresources/policies/procedures/eap.html

- **Better Me Employee Wellness**

www.rit.edu/betterme/

- **Substance and Addiction Intervention Services for the Deaf (SAISD)** www.rit.edu/saisd

Red Folder Program

The **Red Folder Program** helps 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.

Consult the Red Folder for 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 resource:

www.rit.edu/sites/rit.edu/files/docs/SA_RedFolder_022321.pdf



Photo by A. Sue Weisler

University Policies and Shared Governance

Policies

- **Human Resources Policies**

For **HR policies** and information about benefits, time off, university holidays, employee development, and more, 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/.

Shared Governance – RIT Staff Council

RIT Staff Council is an advisory body to the RIT President, and other designated officials, 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.
- You will receive communications directly from the Staff Council 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. **Meetings are held semi-monthly on Thursdays from 2-4 p.m.** www.rit.edu/staffcouncil/.

Good to Know

RIT Faculty/Staff Photo Directory

- All NTID faculty and staff are encouraged to have their picture taken for the online RIT Directory.
- Watch for the general email announcement in September. If you miss NTID's photoshoot, submit a photoshoot request at <https://www.rit.edu/ntid/cmms/photo-request>.
- To see the **RIT Faculty/Staff Directory**, go to: www.rit.edu/directory.

Student Information System (SIS)

The **Student Information System** is a one-stop shop for posting student grades and accessing class schedules and class rosters.

All RIT instructors have access to the Faculty Center, a portal within the Student Information System.

For SIS **training tutorials**, see www.rit.edu/sistraining/faculty-training-materials.

Resources for Working Families

RIT is a great place for working families! NTID's Working Families Committee has compiled information about the many benefits in human resources, childcare and more:

www.ntid.rit.edu/working-families.



Dining Services

RIT has many dining facilities ranging from coffee shops and convenience stores to cafeterias. **Many Dining Services locations are cashless, with kiosks available nearby to load funds onto your RIT ID card.**

For **Dining Services hours, maps, and locations,** see www.rit.edu/fa/diningservices/



Campus Maps and Building Info

- **Campus Maps & Building information**

www.rit.edu/fa/facilities/content/campus-building-information

- **Buildings and Floor Plans**

www.rit.edu/facilitiesmanagement/buildings-maps
[#buildings-and-floor-plans](#)

- **Printable Maps and Plans**

www.rit.edu/facilitiesmanagement/buildings-maps
[#printable-maps-and-plans](#)

- **RIT Tunnel Maps** (requires RIT log in)

www.rit.edu/fa/facilities/content/rit-restricted-access-maps



What to Ask Your Supervisor About

- Job expectations, copy of your Job Description Questionnaire (JDQ)
- Department procedures
- Annual appraisal process
- RIT/NTID policies
- RIT community involvement opportunities



What to Ask Your Staff Assistant About

- General department procedures
- Department meeting schedule
- Building/room access, security procedures
- Mail services
- Computing services – NTID Service Desk
- Phone/Video Phone set up
- Budget, purchasing, and travel policies and procedures



Helpful Sites to Bookmark

| | |
|--|--|
| Room Reservations/Event Scheduling - RIT Events Management System (EMS) | reserve.rit.edu <i>(login required, to open this page, copy/paste URL into browser)</i> |
| RIT Academic Calendar | rit.edu/calendar |
| RIT Campus Directories | www.rit.edu/directory rit.edu/its/content/rit-campus-directory |
| RIT Events Calendar | events.rit.edu |
| RIT Libraries | www.rit.edu/library/ |

Go Tigers!

