

Chairs Handbook
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INTRODUCTION

This updated edition as of Fall 2019 of The FIT Chair's Handbook (Handbook) is designed to assist the department chair in her/his role of overseeing the department, the department's function in the college, and the needs of students. The Handbook includes a wealth of information on a wide variety of topics that cover many of the situations that arise in carrying out a chairperson's tasks. These include:

- the role of the chair,
- college-wide policies and procedures as disclosed in FIT's Collective Bargaining Agreement, InsideFIT, the FIT website, and elsewhere,
- information pertaining to faculty development, administration, service offices, and students,
- resources and forms, and
- organizational charts

to show how the department fits in with the College's overall landscape.

The goal of this initiative is to update this document every year and make it accessible to anyone within the FIT faculty, staff, and administration interested in understanding the roles and responsibilities of the Chair at FIT.

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If you notice any part of it that could benefit from further update, please contact [Christine Pomeranz@fitnyc.edu](mailto:Christine_Pomeranz@fitnyc.edu) with specific information.

COLLEGE GOVERNANCE

The notion of shared governance is a fundamental part of FIT. This is the notion that faculty and administration will work together to make decisions about the college and its policies.

This quote from Educational Law 355, Section 605.1 makes it clear what role faculty and administration have in this process:

“The faculty shall participate in the formulation of the policy relating to student health, scholarship, standards of admission, attendance and discharge of students, curriculum and other study programs, the granting of degrees, student activities, extra-curricular activities and student disciplines. The faculty shall also present recommendations to the president regarding (a) the instructional budget, and (b) appointments, reappointments, tenure, special salary increments, promotions and leaves of absence of members of the instructional staff.”

FIT’s governance body is the Faculty Senate, which is made up of all full-time and adjunct faculty. The role of the Faculty Senate is best described in the Bylaws of the Faculty Senate, whose various committees also have their own by-laws.

The role of the Administration is described by the strategic plan and accompanying documents from the President and other administration officials.

At FIT, the terms and conditions of employment are supported by the UCE of FIT (United College Employees of Fashion Institute of Technology).

Further information for all of the above is as follows:

- The Faculty Senate, its officers and committees (see the links below for information on the Faculty Senate and its by-laws)
 - [Faculty Senate Webpage](#) (enter user name and password to login and scroll down InsideFIT)
 - [Faculty Senate Bylaws](#)
- Administration including the President, Vice Presidents, Deans, and others (see link for the office of the president and the strategic plan and other information)
 - [Office of the President](#) (enter user name and password to login and click on the link atop InsideFIT)
 - [FIT’s Strategic Plan](#)
 - [Current Strategic Plan: FIT Beyond 2020](#)
 - [Strategic Planning: 2019 – 2024](#) (enter user name and password to login and scroll down InsideFIT)
- The UCE of FIT (United College Employees of Fashion Institute of Technology), its officers and committees (see links for information on the UCE of FIT and the contract)
 - <http://www.uce-fit.org>
 - [UCE of FIT Contract](#)

ROLE OF THE CHAIR

Department Stewardship

The Department Chairpersons, Associate Chairs, and Assistant Chairs' term and eligibility are set forth in Article 12, starting in page 6, of the Collective Bargaining Agreement (CBA). The general duties and responsibilities of an academic Chairperson includes, but are not limited to, the following:

- Provide leadership and management of the department
- Manage department budget under the supervision of the School Dean
- Recruit in consultation with faculty eligible to vote (voting faculty) according to Article 11 starting in page 14 of the CBA, i.e. recommend hiring, mentoring, and non-reappointment of faculty and staff
- Review student portfolios (School of Art and Design)
- Provide academic, service, and career counseling of students, as needed
- Supervise course creation and program implementation in consultation with voting faculty
- Design and implement department programming that includes oversight of evening/weekend offerings and programs
- Assign faculty for peer observations
- Schedule and preside over departmental meetings to cover:
 - o Reappointment
 - o Tenure
 - o Certificate of Continuous Employment (CCE)
 - o Promotion applications
 - o Assignment of Program
 - o Election of department chair (see article 12 page 16 of the CBA at <http://www.fitnyc.edu/documents/hr/cba-final-2010-2017.pdf> regarding Department Chairs, Associate Chairs, and Assistant Chairs: Term of Office and Eligibility and Tenure and Promotions (T&P) chair and members (every three years (every year for CCE faculty), and
 - o Other initiatives of the department
- Oversee student evaluations of faculty
- Recommend faculty for reappointment, tenure, CCE, promotion, sabbatical leave, online teaching, and practicum
- Develop/assist faculty develop curriculum to include new courses and programs, interdisciplinary and inter-school, working with faculty, other chairpersons, and the Dean, as applicable
- Act as a liaison among the Deans, department faculty, and staff
- Assess the departmental academic program and curriculum including assessment reports and departmental reviews
- Comply with Middle States, National Association of Schools of Art & Design (NASAD), and Accreditation Council for Business Schools and Programs (ACBSP) accreditation requirements, as applicable

- Provide or seek ways or refer professional development opportunities to faculty and staff development
- Prepare untenured staff merit evaluation forms as well as review and recommend upgrading their positions, as appropriate
- Oversee departmental operations, including certifications of faculty, substitutions, office coverage, maintenance of office and instructional equipment and supplies, etc.
- Field questions and represent the department as a resource for chairs meetings and other occasions
- Maintain updated Material Safety Data Sheet (MSDS) information for laboratories and oversee health and safety of all laboratories for department, as applicable
- Inform faculty of policy changes and priorities
- Act as Evening Coordinator for the department, as needed
- Serve on all department committees, except as Chair of Tenure and Promotion Committee, if desired
- Establish and work with an industry Advisory Board, as applicable

Setting Strategy

The different programs are encouraged to develop and update their strategic plans in accordance with those of the College, their respective Schools, and results of their five- to seven-year reviews. It usually consists of:

- Mission and Vision,
- Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis,
- Strategic Goals,
- Tactical Goals/Action Plan, and
- Periodic review to measure/track their attainment.

Operations, Day-to-Day Summary

- When first elected Chair, familiarize with different parts of the FIT website, MyFIT, and the Collective Bargaining Agreement
- Regular faculty department meetings, agenda, preside, and minutes
- Ensure office hours are established and posted
- Certification rosters
- Peer Evaluations
- Staff Review, if applicable
- Reappointment, Tenure/CCE, Promotions
- Faculty Development
- Advisory Board meetings, agenda, preside, mission statement, by-laws, minutes, etc., if applicable
- Student Evaluations
- Final grades
- Assessment of Student Learning every year" and "Program Review, every 5 to 7 years (updated 19 April 2023)
- Succession Planning/Mentoring

Managing Faculty, Office Personnel, and Technicians

FIT offers assistance to faculty through many divisions. The mission of FIT's Faculty and Academic Program Support (FAPS) unit is to provide exemplary consultation and direction to faculty and Academic Affairs in the areas of [catalog development](#), [curriculum administration](#), [online learning](#), [career and internship studies](#), [academic advising](#), [faculty development](#), academic and administrative program assessment, institutional research and services related to tenure, promotion, student evaluations, and reappointment. For additional information, see <http://www.fitnyc.edu/academic-affairs/faculty-academic-support/index.php>

The Office of Faculty Services is an administrative office that is dedicated to providing guidance and support to all full-time and adjunct faculty in the areas of College policies and procedures, Assignment of Program (AOP), Tenure, Promotion, Reappointment, Certificates of Continuous Employment (CCE), Curriculum Development, Sabbatical Leaves and Release Time for Research. This office also manages the administration of the student evaluation of teaching

effectiveness process. Faculty Services works in support of the Faculty Senate to ensure that the work of its thirteen committees is accomplished in accordance with the Faculty Senate Bylaws.

Contact: <http://www.fitnyc.edu/academic-affairs/faculty-academic-support/faculty-services.php>

New Hires

Department Chairs are responsible for recommendations to the President for the hiring of all faculty and staff within their department.

The process to hire new adjunct faculty, full-time faculty or staff can be found in the CBA 15.0 APPOINTMENT: FACULTY (15.1- 15.5)

New Hire Onboarding information can be found through HR: <http://www.fitnyc.edu/hr/new-hires/index.php>

Advising and Mentoring

The role of the Department Chair includes advising and mentoring of all students, alumni, faculty and staff within your department. Students can be referred to the Academic Advisement Center : <http://www.fitnyc.edu/academic-advisement/index.php> as well as resources here: <http://www.fitnyc.edu/academic-advisement/resources.php>

Tenure and Promotion (T&P)

Department Chairs are responsible for recommendations to the President for all faculty tenure and reappointment each semester.

The T&P process can be found in the CBA 17.0 reappointment, tenure & job security: faculty and classroom assistants.

Reappointments

The process for reappointments can be found in the CBA 17.12 and 19.11

Observations

Full-time non-tenured faculty are observed at least twice per semester in their first year of service and at least once per semester thereafter, and at least twice per semester if in the second semester the vote was approval with reservations, until the full-time person receives tenure. Part-time faculty are observed at least once a semester for the first six semesters and at least once a year thereafter until the part-time person attains a Certificate of Continuous Employment. On the basis of these required observations, written evaluations and ratings are presented to the department as part of the reappointment, Certificate of Continuous Employment and tenure processes. See CBA 17.0 for additional information.

Evaluations

The office of [Faculty Services](http://www.fitnyc.edu/academic-affairs/faculty-academic-support/faculty-services.php) (<http://www.fitnyc.edu/academic-affairs/faculty-academic-support/faculty-services.php>) will email notices toward the end of each semester directly to students requesting that they submit online evaluations for each class. Faculty are required to obtain student evaluations of their teaching performance until tenure or a Certificate of Continuous Employment is granted. Thereafter, faculty are encouraged to take evaluations at the end of each semester for their own information. Promotion candidates are required to take student evaluations from both the spring and fall semesters prior to the spring semester in which they are considered for promotion.

The process for evaluations can be found in the CBA 17.17.0 student evaluation of faculty with tenure or Certificate of Continuous Employment.

Promotion

A faculty member who wishes to be considered for promotion must first complete the “[Request for Promotion](#)” form and submit it to the Office of Faculty Services two years in advance. Please contact the Office of Faculty Services, at ext. 75540 for additional information.

Information on Promotion can be found in [Section 24](#) of the CBA.

<http://www.fitnyc.edu/hr/policies/promotion.php>

- It is required that faculty communicate their intention to apply for promotion two years in advance so that student evaluations are collected that are specifically intended for promotion.
- Evaluations collected for tenure may not be used for promotion and neither would materials used for the tenure application.
- Promotion is a spring process; applications are not accepted in the fall semester.

To start to promotion process:

<https://sites.fitnyc.edu/depts/facultyservices/Promotion/promotion.html> or go to InsideFIT, then scroll down to Faculty Services, Tenure and Promotion, and Promotion.

Workload and Schedule

The workload of Department Chairs must include a balance of all departmental academic and administrative responsibilities. The teaching loads for Department Chairs, Department Associate Chairs and Department Assistant Chairs is outlined in Article 38.0 WORKLOAD— Collective Bargaining Agreement (CBA).

Information on Classroom Faculty Workload can be found in page 38 of the [CBA 38.0](#) as well as

<http://www.fitnyc.edu/hr/policies/academic-workload.php>

See CBA 29.0 for Academic (Day and Evening) Calendar, 30.0 to 34.0 for Vacation and Leave Policies, as well as <http://www.fitnyc.edu/hr/current-employees/leave-management/index.php> for Leave and Time management policies.

Office Hours

According to CBA 38.3, full-time faculty are required to be available for in campus consultation by students at least four hours within three days a week. If a program offers evening/weekend courses, it is recommended that an evening coordinator be appointed.

See section 38.8 for guidelines involving part-time day faculty.

Related CBA sections are as follows:

- 26.0 Working Conditions: Classroom Faculty
- 27.0 Working Conditions: Non-Classroom Faculty
- 27.27.0 Working Conditions: Classroom Assistants
- 28.0 Working Conditions: Staff
- 30.0 Vacations: Classroom Faculty
- 31.0 Vacations: Non-Classroom Faculty
- 32.0 Holidays: Full-Time Staff
- 33.0 Vacations: Full-Time Staff

Records

For FIT's Records Retention and Disposition Policy, see <https://www.fitnyc.edu/policies/college/records-retention.php>.

Other related policies are as follows:

- Public access - <https://www.fitnyc.edu/policies/governance/public-access-to-records.php>
- Personnel - <https://www.fitnyc.edu/policies/hr/personnel-records.php>
- Registrar - <https://www.fitnyc.edu/student-life/rights-and-responsibilities/student-records.php>

Details of the college-wide policy on **syllabi, textbooks and required/recommended materials** is found at <https://www.fitnyc.edu/policies/academic-affairs/syllabi.php>. The policy includes expectations for departments and schools to collect, inventory, and archive all syllabi. Each semester, department chairpersons, or their appointed designees, are to ensure that course syllabi in their departments are complete, current, consistent with regard to learning outcomes, and submitted in a timely manner.

Department chairpersons are also responsible for ensuring records of course syllabi are maintained as deemed necessary to comply with any applicable requirements imposed by accrediting bodies, law, and FIT policy, including the Records Retention and Disposition policy. Each respective dean is to ensure that course syllabi in their school are complete, current, consistent with regard to learning outcomes, and submitted in a timely manner.

Deans are also responsible for oversight of chairpersons to ensure compliance with the submission of textbooks and/or supplemental course materials by the start of student class registration each semester. In addition to Google Docs or shared drives, department-level and school-level folders can be set up in Blackboard, and syllabi may also be collected through the digital syllabus management system.

Assignment of Program (AOP; teaching assignments)

See AOP guidelines starting in page 28 of [CBA 21.0](#) Assignment of Program: Classroom Faculty

Scheduling Classes (Programming)

A task deemed critical in the Office of the Registrar and Records (Registrar) is a concrete scheduling timeline and process which leads to consistency for departments and students.

A timetable is sent to all Deans and Departments prior to the start of each scheduling cycle to serve as a guideline for the timing departments and Registrar to follow to process class schedules consistently every year.

"Master Schedule" is the first draft you receive and acts as the main editing period. This is where the bulk of changes should be noted. An "Audit Schedule" refers to the second draft you receive and acts as a review period, however please continue to make any necessary changes.

When editing:

Review course offerings and room assignments as well as ensure the space and technology meet the needs required for the course.

Be mindful of any new curriculum changes that need to be reflected in your schedule

Review pre-requisite courses. If changes are required a curricular action form must be submitted to the office of Academic Affairs.

Changes to course capacity must be approved by your dean and the Office of Academic Affairs.

Legible edits should be made directly on your schedule.

Schedules should be returned to the Registrar's office on a rolling basis. If schedules are late; room, day and time preferences are not guaranteed.

Summer and winter schedules are not rolled from term to term. Chairs will be given pre-determined timeslots and a schedule template to enter the course offerings.

Once course offerings are viewable online for students and faculty any changes will then require paperwork.

Course Paperwork includes:

Three types of scheduling changes that require paperwork once schedules are viewable on MyFIT:

- Course Creation/Reinstatement Form: submit if you are adding a new section of a course to your already approved schedule
- Program Change Request Form: submit when changing day/time or room assignment for a section already in your schedule
- Course Cancellation Form: submit when cancelling or removing a section from your approved schedule.

Once registration has begun, any changes to day or time will require a cancellation form for the existing CRN and a Course Creation/Reinstatement form for a new section. Students will then need to re-register to ensure there are no time conflicts with their existing schedules.

Scanned copies of these forms can also be emailed to the Scheduling Manager directly once dean's signature is obtained.

The addition or removal of section restrictions may also be emailed.

Voting

See voting guidelines starting in page 14 of [CBA 11.0](#) Voting Eligibility.

Budgets

Chairs are responsible for managing their department budgets both personal and OTPS (Other than Personnel Services) as well as for checking annual Payroll Reports for accuracy.

Key definitions/abbreviations:

Finance Enterprise is FIT's Accounting system

Personnel Services (PS)

Other than Personnel Services (OTPS)

Budget to Actual Encumbrance report (Finance Enterprise (Bi-tech) report)

For information on processing expenses and managing the Finance Enterprise System, which replaced Bi-Tech:

- Go into [InsideFIT](#)

- scroll down to Finance Enterprise (Bi-tech)

See [FIT's Purchasing Policies and Procedures](#) for further information.

RESOURCES

Academic Advisement Center

<https://www.fitnyc.edu/academic-advisement/index.php>

Academic Skills (Tutoring) Center

<https://www.fitnyc.edu/tutoring-center/index.php>

Barnes and Noble at FIT

<https://fashion.bncollege.com/shop/fit/home>

Campus Directory

<https://sites.fitnyc.edu/depts/campus-directory/>

Career and Internship Center

<https://www.fitnyc.edu/academics/cic/index.php>

Center for Excellence in Teaching (CET)

<https://www.fitnyc.edu/cet/index.php>

Employee Training

<http://www.fitnyc.edu/hr/current-employees/training.php>

Faculty and Staff

<https://www.fitnyc.edu/employees/>

FIT Mission and Vision

<http://www.fitnyc.edu/about/mission.php>

FIT Phone Directory Search

<https://directory.fitnyc.edu/fitUser/list>

FIT Strategic Plan

<https://sites.fitnyc.edu/depts/Externalrelations/StrategicPlan/mobile/index.html>

Gladys Marcus Library

<https://www.fitnyc.edu/library/index.php>

Global FIT

<https://www.fitnyc.edu/global/index.php>

Human Resources

<http://www.fitnyc.edu/hr/index.php>

Internship Studies

<http://www.fitnyc.edu/academics/cic/internship-studies/>

IT for FIT

<https://it.fitnyc.edu/>

Library Services for Faculty

<http://www.fitnyc.edu/library/research/faculty-services/index.php>

Office of International Programs (Study Abroad)

<https://www.fitnyc.edu/study-abroad/index.php>

Office of International Student Services

<https://www.fitnyc.edu/iss/Travel.php>

Online Learning and Academic Technologies

<https://www.fitnyc.edu/online-learning/index.php>

Program and Curriculum Development

<https://www.fitnyc.edu/academic-affairs/faculty-academic-support/curriculum/guidelines/index.php>

PrintFX/Graphics

<https://www.fitnyc.edu/printfx/index.php>

Writing and Speaking Studio

<https://www.fitnyc.edu/writing-studio/index.php>

25 Live (Event Space Reservation)

<https://25live.collegenet.com/fitnyc/>

Administrative Offices

<https://www.fitnyc.edu/administration/offices.php>

Admissions (Undergraduate)

<http://www.fitnyc.edu/admissions/index.php>

Assessment and Program Review

<https://www.fitnyc.edu/ire/program-review.php> (Login into [MyFIT](#) and scroll down to click on Forms)

Asset Management (Inventory; New Equipment Donated)

<https://myfit.fitnyc.edu/>

Athletics and Recreation

https://fittigers.com/splash.aspx?id=splash_4

Banner 9

<https://prodadmin.fitsuny.edu/applicationNavigator/seamless>

Care Team

<http://www.fitnyc.edu/student-life/rights-and-responsibilities/care-team.php>

Communications and External Relations

<http://www.fitnyc.edu/cer/index.php>

Counseling Center

<http://www.fitnyc.edu/counseling-services/index.php>

Dean of Students

<https://www.fitnyc.edu/emss/dean-of-students/index.php>

Development and Alumni Services

<https://www.fitnyc.edu/development/index.php>

Dining Services

<https://fit.campusdish.com/>

Disability Support Services

<https://www.fitnyc.edu/fitable/index.php>

Emergency Management

<http://www.fitnyc.edu/emergency/index.php>

Facilities

<https://www.fitnyc.edu/facilities-rental/index.php>

Financial Aid

<https://www.fitnyc.edu/financial-aid/index.php>

FIT Associated Stores (including discounts)

<https://myfit.fitnyc.edu/web/myfit/announcements-web-resources>

Health Services

<https://www.fitnyc.edu/health-services/index.php>

Information Technology and FIT Web Resources

<https://myfit.fitnyc.edu/web/myfit/announcements-web-resources>

Institutional Research and Effectiveness

<https://www.fitnyc.edu/ire/index.php>

The Museum at FIT

<https://www.fitnyc.edu/museum/about/index.php>

MyFIT frequently asked questions

<https://it.fitnyc.edu/get-help/faqs/myfit/>

Office of Grants and Sponsored Programs

<http://www.fitnyc.edu/grants/index.php>

Print Shop Request

<https://form.jotformpro.com/62598432125963>

Registration

<https://www.fitnyc.edu/registrar/index.php>

Residential Life

<https://www.fitnyc.edu/residential-life/index.php>

Safety and Security

<https://www.fitnyc.edu/safety/index.php>

Student Life

<https://www.fitnyc.edu/student-life/department-of-student-life/index.php>

Student Clubs and Activities

<https://www.fitnyc.edu/student-clubs/index.php>

Visitor Registration

<https://visitor.fitnyc.edu/visitors/>

FORMS

Academic Affairs Forms

<https://www.fitnyc.edu/academic-affairs/forms.php>

Business Card Request

<https://form.jotform.com/92545037959974>

Curriculum (including CourseLeaf)

<https://myfit.fitnyc.edu/web/myfit/> (Go into [MyFIT](#), then scroll down to find Curriculum Forms)

Employee Assistance Program

<https://myfit.fitnyc.edu/web/myfit/> (Go into [MyFIT](#), then scroll down to find Employee Assistance Program)

Facilities Maintenance Order Form

<https://myfit.fitnyc.edu/web/myfit/> (Go into [MyFIT](#), then scroll down to find Facilities Maintenance Work Order UG2)

Faculty Services

<https://myfit.fitnyc.edu/web/myfit/> (Go into [MyFIT](#), then scroll down to find Faculty Services)

FIT Syllabus

<https://www.fitnyc.edu/cet/resources/syllabus-outcomes.php>

Human Resources

https://www.fitnyc.edu/hr/forms.php?utm_source=gateway&utm_medium=link&utm_campaign=Employee

Leave and Time Management

<http://www.fitnyc.edu/hr/current-employees/leave-management/index.php>

Library Instruction Request

<https://www.fitnyc.edu/library/research/instructional-services/requests.php>

Newsroom Direct

<https://www.fitnyc.edu/external-relations/fit-direct/index.php>

Print Center

<https://myfit.fitnyc.edu/web/myfit/insidefit> (Go into [MyFIT](#), then scroll down to find the Print Center)

Office of the Registrar and Records

<https://www.fitnyc.edu/registrar/forms/index.php>

Student Contests

<https://www.fitnyc.edu/academics/contests/guidelines.php>

Student/Faculty Corp.

<https://myfit.fitnyc.edu/web/myfit/> (Go into [MyFIT](#) then scroll down to find Student Faculty Corp.)

ORGANIZATIONAL CHARTS

Organizational charts can be found at <http://www.fitnyc.edu/documents/hr/fit-org-chart.pdf>. The Division of Human Resources will be updating these charts while adding new ones to include the individual departments in spring 2020.